

DUTY STATEMENT

Employee Name:	Position Number: 580-131-4800-002
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Administrative Services Supervisor	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Services / Administrative Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing supervision and leadership to a team of professional and nonprofessional staff.

The Supervisor I is responsible for overseeing key administrative functions, including budgets, procurement, and personnel. The incumbent monitors and maintains the Facilities Management Services (FMS) budget and fiscal reporting systems, ensuring accuracy and compliance with departmental requirements. In addition, the incumbent supervises all personnel functions for FMS, including recruitment, hiring, and serves as a liaison to the Human Resources Division (HRD). This position performs a wide range of complex, analytical, and technical assignments essential to

supporting the operations of FMS.

The Supervisor I works under the general direction of the Manager II of the FMS.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Plans, directs, and supervises the budget liaison responsible for developing and maintaining FMS fiscal reporting and budgetary systems. Ensures accurate collection, validation and analysis of budget and expenditure data across all FMS programs. Works closely with the Financial Management Division's Accounting and Budgets units to identify and resolve complex budgetary discrepancies. Reviews and audits budget forecasts and supports fiscal planning and compliance for the division. Coordinates and completes required end-of-year fiscal drills to ensure accurate year-end closeout and reporting.
- 25% Plans, directs, and supervises the purchasing operations to ensure acquisition activities are completed accurately and on time. Oversees creation, submission, processing, and payment of Purchase Orders, Service Orders, and Permits. Monitors purchasing workflows to prevent delays, ensures compliance with state purchasing requirements, and maintains clear communication with vendors, Accounting, and program staff. Provides guidance and troubleshooting support for procurement-related issues. Coordinates year-end fiscal closeout drills related to purchasing operations and reconciliation.
- 25% Plans, directs, and manages the personnel liaison to prepare and coordinate automated Requests for Personnel Action and ensures that all of the appropriate documentation for positions and employee actions are submitted with the hiring package. Consults with all levels of Division management on personnel issues and follows up with the HRD to receive guidance and direction on personnel matters. Performs various functions related to recruitment and other personnel duties as required.
- 15% Oversees administrative data and reports, maintains program procedures, and provides supervisory direction to the unit. Evaluates and enhances FMS administrative procedures and workflows by assessing workload distribution, staffing needs, timelines, and training requirements to support efficient, high-quality work. Assigns tasks, monitors workload, and ensures timely, accurate completion of staff assignments while maintaining effective communication with management and staff.

Marginal Functions (including percentage of time)

5% Serves on departmental committees and/or task forces. Attend meetings on behalf of FMS. Performs other duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: NW

Date: 6/16/26