



Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Executive
Classification	Supervisor II
Working title	Directorate and Operations Support Supervisor
Position number	418-100-4801-900
Prepared date	05/20/2026
Effective date	
Name	Vacant

General Statement

Under the general direction of the Deputy Director, Operations, the Directorate and Operations Support Supervisor (Supervisor II) provides high-level administrative, policy, fiscal, and operational support, to the Deputy Director, Operations, as well as the Director and Chief Deputy Director (collectively referred to as the Directorate). The incumbent supervises and oversees administrative operations programs and manages the coordination of complex and highly sensitive departmental issues, providing strategic analysis and recommendations to support executive decision-making and organizational priorities. The incumbent represents the Directorate in interactions with internal leadership, external partners, and statewide control agencies as needed. The Directorate and Operations Support Supervisor will oversee policy and fiscal administration, ensuring alignment with departmental strategic priorities, compliance with applicable laws, regulations, and statewide administrative requirements, and work with ODI Leadership staff to ensure policies and directives are effectively implemented. Responsibilities include coordinating executive initiatives, monitoring legislative and budget activities, supporting strategic planning and program oversight, managing executive communications and correspondence, and facilitating cross-functional collaboration among ODI leadership and staff. The position also provides oversight and coordination of operational activities, including policy development and non-IT procurement support, to ensure effective and compliant program administration.

Essential Functions

Percentages	Description
35%	<p data-bbox="311 191 1019 222">Directorate Operations and Administrative Oversight</p> <ul data-bbox="362 233 1507 1560" style="list-style-type: none"> <li data-bbox="362 233 1507 499">● Directly supervise and oversee ODI's administrative operations programs in response to departmental organizational needs. Utilizing State Administrative Manual (SAM) guidelines, the incumbent ensures operational compliance and efficiency across the following areas: Asset & Forms Management: Overseeing equipment tracking and departmental form standardization. Records & Facilities: Managing records retention schedules and workplace facilities coordination. Safety & Procurement: Directing workplace safety initiatives and non-IT procurement administration. <li data-bbox="362 506 1390 604">● Establish program priorities, assign and monitor workload, evaluate staff performance, and ensure assignments are completed in compliance with departmental objectives and administrative requirements. <li data-bbox="362 611 1495 709">● Direct and oversee ODI's asset management and inventory control program to ensure accountability, compliance with statewide requirements, and accuracy of departmental tracking systems. <li data-bbox="362 716 1507 814">● Oversee ODI's forms management and records retention programs, including development, standardization, implementation, and maintenance of departmental forms, records retention schedules, and operational procedures. <li data-bbox="362 821 1507 947">● Provide oversight and direction for ODI's facilities coordination and workplace safety programs, including compliance with health and safety policies, Injury and Illness Prevention Program (IIPP) requirements, workplace inspections, and staff safety training initiatives. <li data-bbox="362 953 1365 1016">● Oversee the development, review, implementation, and maintenance of departmental administrative policies and operational procedures. <li data-bbox="362 1022 1471 1148">● Represent ODI in statewide administrative operations, records management, forms management, facilities, procurement, and compliance-related meetings, trainings, and coordination activities with DGS, CalRIM, control agencies, and external stakeholders. <li data-bbox="362 1155 1422 1281">● Provide managerial oversight and direction regarding implementation of statewide administrative policies, procedures, standards, and operational requirements communicated through DGS, SAM, management memos, and oversight agencies. <li data-bbox="362 1287 1487 1413">● Coordinate with executive leadership, Legal, Human Resources, Information Technology, and program managers to evaluate operational impacts, implement process improvements, and support organizational strategic initiatives and compliance objectives. <li data-bbox="362 1419 1487 1560">● Reviews and approves staff timesheets inside of Tempo, and completes probationary and annual performance reports timely, utilizing CalHR guidelines and bargaining unit contracts to ensure operational accountability and compliance with state personnel rules.
30%	<p data-bbox="311 1598 963 1629">Directorate Policy, Fiscal, and Strategic Support</p> <ul data-bbox="362 1640 1487 1833" style="list-style-type: none"> <li data-bbox="362 1640 1382 1738">● Advises the Directorate on emerging policy, fiscal, and operational risks, providing strategic recommendations to support informed executive decision-making. <li data-bbox="362 1745 1487 1833">● Draft and refine policy memos, legislative proposals, and complex reports at the direction of the Chief Deputy Director using legislative tracking databases to secure departmental alignment with emerging state policies

Percentages	Description
	<ul style="list-style-type: none"> ● Advises the Directorate on proposed legislation, statewide control agency guidance, and administrative directives affecting operations as communicated by ODI leadership. ● Maintains responsibility for complex and sensitive issues, ensuring deadlines and requirements related to ODI's Directorate commitments are met. Convening relevant external stakeholders and internal leadership across the organization, as needed. ● Reviews, analyzes, provides guidance to ODI leadership on Budget Change Proposals (BCP) following Department of Finance (DOF) budget letters and guidelines to track BCP status with the Directorate and GovOps Agency representatives and ensure successful fiscal resources allocation. ● Serve as ODI's fiscal policy advisor by performing comprehensive reviews of proposed budgetary items ensuring they are reviewed by the Directorate and coordinating feedback implementation by ODI leadership staff. ● Provides managerial oversight for the development, implementation, and ongoing maintenance of departmental policies and procedures to ensure compliance with federal and state laws, regulations, and administrative standards. ● Establishes review cycles and internal controls to ensure policies remain current, accurate, and aligned with organizational priorities. ● Collaborates with Legal, IT, HR, executive leadership, and program managers to assess regulatory changes, evaluate operational impacts, and implement timely policy updates to ensure compliance, consistency, and effective program administration. ● Serve as ODI's Statements of Economic Interests (Form 700) Filing Officer and eDisclosure platform administrator. Track all Form 700 filings. Attend Fair Political Practices Commission (FPPC) training(s) and meetings to keep ODI's Chief Counsel apprised of any update(s) to filing requirements. Renew filings as applicable and required by law. Ensure timely filings are submitted to FPPC.
20%	<p>Executive and Directorate support</p> <ul style="list-style-type: none"> ● Attends executive meetings to analyze discussion points, synthesize complex policy recommendations, and track critical action items for executive briefings prepared for the Director. ● Reviews, analyzes, and prioritizes confidential, time-sensitive correspondence and communications from the Governor's Office, Legislature, California Government Operations Agency (GovOps) and other control agencies. ● Drafts reports, letters, memoranda, and additional documents, including the preparation of speaking points and presentations, for ODI's Director. ● Researches and develops briefing and background information for meetings, conferences, speaking engagements, and other events by gathering relevant documents and information and compiling applicable materials. ● Recommends and develops new systems and processes to streamline programmatic operations. ● Assists leadership on matters related to program oversight and operations, annual planning and strategic priorities, staffing, contract management, internal communications, and external affairs.

Percentages	Description
	<ul style="list-style-type: none"> ● Develops and maintains high level contacts of a complex nature inside and outside of the agency. ● Responds to general inquiries and manages various inboxes to ensure requests are resolved. ● Manages complex executive calendars, coordinates high-level meetings, and oversees the preparation and review of in-state and out-of-state travel requests, travel blankets, advance requests, excess lodging forms, and travel claims; utilizes CalHR and State Administrative Manual (SAM) guidelines to ensure absolute compliance with State travel policies prior to submission ● Plans, organizes, and schedules various meeting requests, conferences and events for the Director and his/her designee and prepares documentation necessary for meetings.
10%	<p>Strategic Planning</p> <ul style="list-style-type: none"> ● Coordinate and lead all staff meetings, including ensuring that ODI leadership is aligning report outs with department strategic goals and objectives. ● Work with leadership to develop and track performance expectations and metrics. Report regularly on progress toward program objectives to the Directorate and recommend new strategies to course correct, as needed. ● Work with leaders to identify opportunities to improve alignment, increase cross-functional collaboration, and support the execution of the Directorates strategic priorities. ● Develop, maintain, and update project plans and tracking systems to monitor projects effectiveness and progress. ● Identify and review business processes, risks, and recommend mitigation plans. <p>Procurement Coordination</p> <ul style="list-style-type: none"> ● Plan, coordinate, and oversee procurement of non-IT goods and services for the Directorate and Department, ensuring compliance with state contracting requirements and alignment with approved budgets and program priorities. ● Reviews and approves procurement documentation and establishes internal controls to ensure timely processing and fiscal accountability. ● Lead end-to-end Non-IT procurement activities, including development of scopes of work, preparation of solicitation documents (RFO, RFQ, IFB, RFP), execution of contract agreements and amendments (STD 65, STD 213/213A, NCB), and coordination with oversight agencies to secure vital operational resources legally, cost-effectively, and without procedural delays. ● Ensure regulatory compliance and provide expert guidance, advising management on contracting requirements in accordance with SAM, SCM, PCC, GC (including GC 19130), CCR, and ODI policies to ensure procurements are legal, cost-effective, and properly justified. ● Coordinate and collaborate with the internal IT Procurement Team on day-to-day procurement functions, workload distribution, issue resolution, and process improvements to support timely procurement operations.

Marginal Functions

%	Description
5%	Perform other staff assignments as appropriate and required

Supervision Received

The Directorate and Operations Support Supervisor reports to the Deputy Director, Operations with daily direction from the Chief Deputy Director and ODI Director.

Supervision Exercised

The Directorate Support Supervisor will oversee one Administrative Coordinator (SSM 1 Specialist), and one Administrative Support Analyst (AGPA).

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date