

DUTY STATEMENT

Employee Name:	Position Number: 580-130-4802-004
Classification: Manager II	Tenure/Time Base: Permanent/Full-Time
Working Title: Assistant Division Chief of Contracts & Purchasing	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Program Support Division/ Contracts and Purchasing

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

The Manager II supports the California Department of Public Health's (CDPH) mission and strategic plan by providing expert knowledge in administration of all Contracts and Purchases for the department. The Manager II oversees the Contract Management Services Section (CMSS) and Purchasing & Solicitations Section (PSS), which manage the department's 3,000 contracts and \$3 billion contracting process, and 2,800 purchase requests and \$32 million procurement process, to ensure contracts and acquisitions are legally sufficient and executed in a timely manner. The Manager II assists the Division Chief with planning, organizing, directing, and evaluating the ongoing operations of for all of the purchasing, procurement, and contract processing needs of the Department. The Manager II has executive responsibility for developing and implementing program policy, priorities,

and strategies to improve processes to align with the Department goals and strategies.

The incumbent works under the administrative direction of the Division Chief of the Program Support Division (PSD).

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)

- 35% As principal advisor to the Division Chief for all Contracts and Purchasing matters, and as the highest level Subject Matter Expert (SME) in the Department with a sole focus on Contracts and Purchasing, the Assistant Division Chief provides expert knowledge, direction and oversight for all policy, managerial, technical, and administrative aspects of the numerous and widespread functions for the Department provided by the PSS and the CMSS. Administers all laws and regulations related to Procurement and Contracting, statewide executive and legislative mandates for Small Business (SB)/Disabled Veteran Business Enterprises (DVBE) participation and compliance, statewide legislative mandates for Recycling Purchases, in addition to other Business Services. With the support of subordinate administrative senior managers, develops, manages, and implements policies and procedures that enable the effective execution of CDPH's administrative responsibilities with a strong emphasis on providing high-quality customer service. Navigates Change Management to ensure smooth transitions of new processes, technologies, and organizational structures. Develops and uses metrics that indicate both a baseline of the effective delivery of administrative services to CDPH staff and a measurement of progress over time. Identifies, develops, and uses dashboards and other work tracking tools to monitor success and identify barriers facing the PSD.

Purchasing and Solicitations Section and Contracts Management Services Section

Coordinates and collaborates with CDPH Program Managers, Executive Team, and CDPH Office of Legal Services (OLS) to develop and implement policies and effective processes and management tools. Applies all available resources to streamline processes, provide consistency, and mitigate risk and vulnerabilities in contract models, and interpretations of the laws, rules, and regulations governing state contracting and procurements. Coordinates and supervises all enhancements of the mission-critical Contracts and Purchasing Systems (CAPS) web-based application for the department. Oversees all integration and compliance of Department Contracts and Procurements with the Financial Information System of California (FI\$Cal), and all associated tools for both contracts and procurements processing, status, and workload management.

- 25% Provides strategic planning and subject matter expertise for all the management of administrative operations for PSS and the CMSS. Provides oversight and assistance for special

projects, assignments and initiatives involving these vital areas. Directs the development, planning, and implementing of policies for department-wide operations related to CDPH, contracts and purchasing functions. Maintains continuous awareness and knowledge of current changes and trends that impact on the fiduciary responsibilities of the PSD, such as changes in laws and regulation, court cases, and proposed legislation changes. Provides consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of federal and state policies related to the administrative functions of CDPH. Collaborates closely with the Deputy Directors and other executives in the Human Resources Division (HRD), the Financial Management Division (FMD) and the Information Technology Services Division (ITSD) to provide seamless and well-coordinated services and goods to CDPH staff and programs as they evolve and grow. Reviews, analyzes, evaluates, and approves departmental requisitions and procurement orders per the delegated authority of the Chief Deputy Director of Operations and makes recommendations to the purchasing and contracts staff.. Ensures the Department maintains its delegated authority through recurring accreditation review processes. Works directly with subordinate managers in developing, adopting, and deploying short and long-range plans related to Procurement and Contracting for all CDPH offices statewide.

- 20% Provides and directs the assessment, recommendation, and implementation of all new applicable directives policies, mandates, regulations and legislation from Control Agencies such as, but not limited to, the Department of General Services (DGS), the California Department of Technology (CDT), the Department of Finance (DOF), California Health and Human Services Agency (CHHS) and the Legislature. Provides a high level of assistance and expertise to the Director and Chief Deputy Directors in a complex program environment, to meet stringent and time-sensitive reporting requirements and provides accurate decision-making information. Develops and implements comprehensive communication and training strategies. Coordinates with CDPH Internal Audits and CDPH OLS to assess and proactively mitigate audit findings. Develops, implements, monitors, and reports on internal controls to promote adherence to all contracting and procurement laws and regulations.
- 15% Directs and oversees personnel planning for the CMSS and PSS, including recruitment, training, development, mentoring, retention, succession planning, communication, and teamwork. Provides guidance and oversight for fiscal planning operations, expenditure forecasting, and budget maintenance. Oversees, guides, and directs the development and implementation of workforce management activities, including budgeting, contracting, project management, cost monitoring, personnel matters, training, and development activities. Serves as an advocate of the Department's mission to advance the health and well-being of California's diverse people and communities. Promotes diversity, equity, and inclusion in all sections PSD by collaborating closely with the other Assistant Division Chief's in PSD to foster a healthy and healing work environment where all Division members can thrive and succeed in providing customer support to all CDPH programs.

Marginal Functions (including percentage of time)

- 5% Performs other related duties as required or assigned. When needed, serves as the Acting Division Chief in their absence.

☐ 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: 4/27/26