

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Supervisor I
WORKING TITLE: Fiscal & Procurement Services Supervisor

STATEMENT OF DUTIES: Under the general direction of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) Supervisor II (Sup II), the Supervisor I (Sup I) manages and monitors daily fiscal, contract, procurement, and administrative activities essential to accomplishing the mission of the Division and the Department. The Sup I is responsible for assisting the Sup II in creating and implementing statewide policies and procedures related to administrative and support operations. The Sup I works independently with DMFEA management and other departmental staff statewide, managing the administrative functions of the division. The Sup I plans, organizes, and performs highly complex analyses, performs internal audits, and studies on a wide range of management, administrative, financial, budgetary, operational, and other organizational issues.

Responsibilities include, but are not limited to, independently planning, organizing, supervising, and completing complex assignments and tasks related to various management, performance, and program evaluations. The Sup I is a skilled internal consultant, conducting analyses of operational activities and functions, and defining and applying appropriate study methodologies utilizing analytical tools and techniques; applying related industry standards in performing complex projects to achieve reliable and fact-based conclusions; and making recommendations to DMFEA Executive Management. The Sup I represents the Division on a wide variety of specialized and complex subject areas having significant impact on the Division and/or the Department and may personally handle the most complex assignments of the unit. May receive direction from the Business Operations (BOS) Manager II.

SUPERVISION RECEIVED: Works under the general direction of the DMFEA Sup II.

SUPERVISION EXERCISED: Directly supervises analytical staff and clerical support staff.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift 25 pounds may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. Occasional travel to various locations throughout the state may be required.

ESSENTIAL FUNCTIONS:

- 30% Provides operational management, day-to-day direction, and advice to professional and administrative staff in the areas of, but not limited to, fiscal, contract, procurement, and administrative support for the Division. Collaborates with peer Supervisors in the Administrative Branch for cross-impact workload to streamline processes and procedures as it relates to the administrative operations. Collects, evaluates, and interprets a broad range of policies, procedures, regulations, and legislation; performs complex analyses of financial, operational, regulatory, and organizational issues; evaluates alternatives and reaches logical and fact-based conclusions; and makes recommendations to the Sup II.
- 25% Manages and monitors the fiscal integrity of the Division's budget and ensures sufficient funding and budget adherence to the federal and state allocations. Participates in the preparation of the

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budget and federal grant application and identifies critical program fiscal needs. Coordinates and oversees various fiscal drills. Works with DMFEA Executive Management to ensure compliance with the U.S. Office of the Inspector General and the Federal Register of Performance Standards; ensures accountability in response to audits performed by various entities to enforce compliance with established standards; and maintains a continuous program of internal controls as to accounting, budgeting, and statistical reporting affecting DMFEA work. Advises the Sup II of any division fiscal concerns and provides recommendations on alternatives and solutions.

Reviews all purchase orders, contracts, agreements, MOUs, work orders, service authorizations, invoices, and other procurement materials to ensure compliance with existing rules and regulations and confirmation of budget allowance. Performs final review of all packages and authorizations of payment prior to submission to the Division of Administrative Support and Division of California Justice Information Services. Monitors the selection of specific commodities and vendors. Provides oversight of DMFEA Regional Office work product for the procurement of regional needs.

- 25% Serves as the Division's management liaison with the Division of Administrative Support in matters dealing with fiscal, contract, procurement, and administrative support. Prepares status reports to management in these key administrative areas for review by the Sup II, BOS Manager II, Senior Assistant Attorneys General, Assistant Chief, and Chief Assistant Attorney General. Collaborates and communicates with DMFEA Executive Management on issues, recommendations, and implementation of relevant policies and procedures. Ensures DMFEA policies are consistent with federal and state regulations and laws. Monitors federal and state policy developments related to Division's core performance standards and provides recommendations and guidance in the areas affected by federal and state regulatory and/or legislative developments as it relates to fiscal, contract, procurement, and administrative support.
- 15% Coordinates, directs, and manages the duties and responsibilities of the direct reports handling the Division's statewide fiscal, contract, procurement, and administrative support. Plans, organizes, directs, and reviews the workload of the Fiscal & Procurement Services Unit. Provides direct supervision, personnel management, and staff development including training, career development, and timely performance evaluations. Monitors workflow and provides mentoring to direct reports to ensure performance expectations are met, and addresses personnel actions as needed.
- 5% Prepares various annual division reports, as well as special studies of projects assigned by DMFEA Executive Management for both internal and external use. Provides periodic supervisory coverage and analytical support services to the Administrative Branch, and performs other duties as required.

I have read and understand the essential functions and typical physical demands required for this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

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- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name