



Position Information

Employee Name:

Position Title:

Senior Project and Facilities Manager

Program:

Workplace Strategy Design & Security (WSDS)

Work Unit:

Workplace Strategy Design & Security (WSDS)

Classification:

Supervisor I

Report To:

Supervisor II

Collective Bargaining Identifier (CBID):

S01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Bilingual Position: Not applicable.

Rotational Assignment: Not applicable.

Program Information:

WSDS is State Fund's central hub for workplace planning, design, construction, security readiness, and real estate portfolio management. Its work spans strategic planning, building sales and acquisitions, lease administration and enforcement, and internal coordination. As a multi-disciplinary operational unit, WSDS serves critical State Fund functions and works to ensure portfolio decisions are made that are in line with enterprise strategic goals.

Purpose/Scope:

Under general direction of the Supervisor II (Real Estate Portfolio Manager), the Supervisor I (Senior Project and Facilities Manager) is the primary resource functioning in a supervisory role in overseeing major building-related projects. The Senior Project and Property Manager will oversee a small team to perform the full range of managing varied, sensitive, and complex projects.

These projects include but are not limited to re-stacking and/or remodeling of owned buildings and campuses, tenant improvement for new lessees, decommission of buildings and/or space, and replacement of major building-related equipment. Incumbent will oversee projects from conception to completion. Following completion of major building projects, the incumbent serves as the primary facilities representative for the Pasadena campus, responsible for

coordinating ongoing facility operations, vendor services, workplace experience initiatives, and cross-functional partnerships to ensure a safe, efficient, and customer-focused workplace.

Responsibilities will include ensuring projects are completed on time and within budget, effectively communicating with business partners, vendors, principals, and employees, creating project policy and procedures, maintaining confidentiality on sensitive projects, and provide timely reports to senior level management team.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

40% Essential

- 1. Coordinate and oversee facility operations and improvement projects for the Pasadena location by collaborating with internal and external stakeholders to plan and execute space, equipment, and construction needs; ensure permitting and regulatory compliance; maintain daily operational readiness; and continually assess and enhance workplace functionality, efficiency, and customer satisfaction.**
 - a. Work with the Property Manager, architect, general contractor and consultants, move coordinator, if applicable, and affected departmental principals on space and equipment needs and ensure project is successfully completed on time and within budget.
 - b. Review and approve project plans with the Program Manager and relay changes to architect.
 - c. Ensure all required permits are obtained prior to construction.
 - d. Serve as the primary facilities representative for the Pasadena locations by coordinating cross-functional efforts among internal and external stakeholders to ensure safe, efficient, and customer-focused facility operations.
 - e. Oversee daily operational readiness of the Pasadena location by coordinating building services, maintenance activities, life safety requirements, space utilization, and facility-related operational needs.
 - f. Regularly evaluate facility operations and occupant experience, identify opportunities to improve workplace functionality, operational efficiency, and customer satisfaction.

20% Essential

- 2. Lead REM projects and operational activities for the Pasadena facility by serving as the primary project contact, managing budgets and documentation, ensuring regulatory compliance, and driving clear communication to building occupants regarding all facility impacts and maintenance activities.**
 - a. Serve as primary contact for all major REM projects, Maintenance Service Agreements (MSA), and REM-related contracts as it pertains to the Pasadena owned location.
 - b. Review and monitor operational and project-related expenditures, review invoices, and assist with budget planning and forecasting for facility operations and/or capitol improvements.

- c. Maintain facility documentation, operational records, and project close-out information to support ongoing building operations and regulatory compliance. Ensure project documents are added to LMS.
- d. Attend all OAC meetings, site walks, and inspections.
- e. Ensure all “wet” approved plans are filed appropriately within REM.
- f. Coordinate communication with building occupants regarding facility projects, operations impacts, planned maintenance, and other campus activities, as appropriate.

20% Essential

- 3. Lead vendor and contract management for the Pasadena facility by overseeing service performance, directing support for events and emergencies, driving RFP and contract activities, resolving vendor issues, and maintaining clear visibility into all contract milestones and operational deliverables.**
 - a. Manage and coordinate both project and operational service vendors to ensure contract compliance, quality performance, timely resolution of issues, and reliable delivery of facility services.
 - b. Coordinate facility support services for corporate meetings, executive functions, employee engagement activities, and special events by directing vendors, contractors, and internal support teams to ensure successful event execution.
 - c. Subject Matter Expert on RFP process for service maintenance agreements and project contracts.
 - d. Conduct Vendor reviews to address issues and partner with vendor to resolve these issues.
 - e. Coordinate facility response during building emergencies, support business continuity efforts, and serve as the primary facilities contact for urgent operational issues affecting the Pasadena location.
 - f. Maintain schedule of contract activities (milestone dates, key deliverables, meetings, reports, invoice delivery, etc.)

15% Essential

- 4. Manage all personnel activities concerning recruitment, hiring, training, and developing staff, including reviewing and monitoring staff assignments and performance to identify and address performance issues and training needs.**
 - a. Oversee performance management of subordinate staff.
 - b. Monitor and address workload issues to optimize performance and improve outcomes.
 - c. Ensure that employees receive training on new technologies, systems, programs, procedures and workflows, in order to achieve goals.
 - d. Promote and monitor cross-training potential and career development plans.
 - e. Provide positive leadership, continuous coaching, and mentoring.
 - f. Disseminate information to staff as needed to maintain and encourage communication.

5% Marginal

- 5. Project Reporting**
 - a. Provide monthly reports as required to Program Manager and Sr. Executive Management as requested.
 - b. Provide updates for Quarterly Review Meetings and present on information provided.
 - c. Report on facility operational performance, vendor service levels, customer concerns, and continuous improvement initiatives, as requested.
 - d. Monitor and communicate operational readiness following project completion to ensure a smooth transition from construction into ongoing facility operations.
 - e. Provide updates on project expenses as requested.

100%

Required Knowledge Areas:

- Working knowledge of space planning and workplace operations.

- Working knowledge of workplace safety, emergency preparedness, and business continuity principles.
- Working knowledge of project management principles.
- Working knowledge of customer service and workplace experience best practices.
- Working knowledge of business English and correspondence.
- Working knowledge of commercial building operations and facility management principles.
- Working knowledge of vendor and contract administration.

Required Skills and Abilities:

- Ability to analyze issues, interpret and apply laws/regulations and policies and procedures to proactively make and support decisions.
- Ability to prioritize competing operational and project demands in a fast-paced environment.
- Ability to research, analyze, and evaluate information to make and support decisions.
- Skill to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of “stakeholders”.
- Skill to research, analyze, and evaluate information to make and support decisions.
- Ability to identify operational improvement opportunities and implement practical solutions.
- Skill to write professional and accurate reports and other communications suitable for distribution to internal and external customers.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Skill to coordinate, facilitate, and make presentations.
- Skill in managing complex facility operations while maintaining a customer-focused approach.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.

Travel:

- Travel to various work sites and locations for training and/or meetings.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel may occasionally be for extended periods.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: