

DUTY STATEMENT

Employee Name:	Position Number: 580-131-4801-001
Classification: Supervisor II	Tenure/Time Base: Permanent/Full-Time
Working Title: Richmond Facility Support Chief	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/Richmond Facility Support

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 planning, managing, directing, and coordinating the Facilities Management Services (FMS) operations for the Richmond Campus.

The incumbent directs campus operations, oversees facility support services, and serves as the designated operational backup to the Manager II by assisting with campus operations, capital improvement planning, construction and renovation projects, facilities maintenance, health and safety initiatives, emergency preparedness, regulatory compliance, space management to ensure continuity of the Richmond Campus operations.

The incumbent works under the general direction of the Manager II of 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)

- 35% Plans, organizes, directs, and evaluates the daily operations of the CDPH Richmond Warehouse and Facilities Support Services. Provides leadership, supervision, and direction to subordinate staff responsible for warehouse operations, shipping and receiving, mail services, custodial, contracts, and facilities support. Supports implementation of emergency response plans in coordination with the Laboratory Security Emergency Response (LSER) Unit. Develops identification (ID) badge application form, policies, and procedures for security and card key access for all employees and visitors, and oversees the process to ensure card keys are properly assigned upon move in. Assists the Manager II with coordinating campus facilities operations, maintenance activities, operational priorities, and special projects. Serves as the designated operational backup to the Manager II during absences by coordinating daily campus operations, providing direction to supervisory staff, responding to operational issues, and coordinating with Plant Operations, Facilities staff, contractors, and campus stakeholders to maintain continuity of operations.
- 30% Works collaboratively with campus program managers to evaluate and coordinate space utilization needs to accommodate staff relocations, organizational changes, and program requirements. Coordinates space planning activities and furniture modifications to ensure efficient utilization of campus facilities. Maintains electronic and hard-copy space plans utilizing AutoCad, Excel, and other software applications. Updates the campus space inventory and occupancy database and prepares monthly adjustments to the master rent schedule to ensure accurate facility records. Consults program managers requesting workspace modifications and ensures requests comply with applicable Health and Safety requirements, Americans with Disabilities Act (ADA) standards, State Fire Marshall regulations, and departmental space planning guidelines. Coordinates approved tenant improvement and space modification projects with Prison Industry Authority (PIA), architects, engineers, contractors, the Department of General Services (DGS), and campus stakeholders from project initiation through completion and acceptance. Assists the Manager II with long-range facilities planning, space utilization analyses, renovation planning, tenant improvements, and capital improvement projects. Coordinates projects schedules, monitors implementation activities, and provides project status updates to support successful completion of campus facilities projects.
- 20% Collaborates with the Laboratory Security Emergency Response (LSER) Unit on campus health and safety initiatives, emergency preparedness activities, and operational continuity to ensure a

coordinated approach to workplace safety and regulatory compliance. Provides backup support to the LSER Unit to assist with operational continuity and campus safety functions. Participates in the Laboratory Practices Health and Safety Committee, coordinates hazardous waste activities, and assists with regulatory reporting and other health and safety initiatives to support campus operations

- 10% Provides supervisory oversight to staff responsible for purchase order processing, service order administration, Campus ID Badge Program administration, and contract development, implementation, and administration of service contracts for the Richmond Campus operations. Ensures timely and accurate processing of purchase orders, service orders, and employee badges while maintaining operational continuity and appropriate backup coverage. Assists the Manager II with monitoring contract performance, evaluating vendor services, developing operational recommendations, supporting budget planning related campus operations, and ensuring compliance with departmental policies state regulations, and procurement requirements.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ 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: 8/19/26