

**DUTY STATEMENT**

|                                                                    |                                                                                                            |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Employee Name:                                                     | Position Number:<br><b>580-131-4800-909</b>                                                                |
| Classification:<br>Supervisor I                                    | Tenure/Time Base:<br>Permanent/Full Time                                                                   |
| Working Title:<br>Contracts & Facilities Manager                   | Work Location:<br>850 Marina Bay Parkway, Richmond, CA 94804                                               |
| Collective Bargaining Unit:<br>S01                                 | Position Eligible for Telework (Yes/No):<br>Yes                                                            |
| Center/Office/Division:<br>Administration/Program Support Division | Branch/Section/Unit:<br>Facilities Management Services/Richmond<br>Facility Support/Contracts & Facilities |

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 serving as the Contracts and Facilities Manager. The Contracts and Facilities Manager is responsible for planning, organizing and directing the activities of the Contracts and Facilities Unit. The incumbent supervises staff responsible for contracts and facilities services.

The incumbent works under the general direction of the Supervisor II of the Richmond Facility Support Unit.

**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:

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**Essential Functions (including percentage of time)**

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- 35% Plans, organizes, and directs the activities of the Contracts and Facilities Unit. Provides direction and guidance to FMS contracts staff. Directly supervises staff responsible for contract administration, facilities coordination, and space planning activities. Works proactively with building occupants to maintain a consistent level of efficient building services. Provides the Supervisor II updates and monthly reports related to contracts, facilities operations, and campus services activities. Chairs monthly meetings with program representatives to enhance communications, improve service delivery, and resolve operational issues affecting campus facilities.
- 25% Under the guidance of the Supervisor II, maintains a weekly contracts log and ledger to share with FMS staff and leadership. Oversees and manages the contract processes for equipment, public works, business, and personal services necessary to support CDPH Richmond Laboratory Campus operations. Supervises contracts staff responsible for coordinating with vendors to ensure invoices are submitted timely, reviewed for accuracy and processing. Ensures contracts comply with state policies are executed within required timeframes, and meet the operational needs of the campus. Coordinates with internal stakeholders and contractors to monitor contract performance and resolve contract-related issues.
- 15% Meets with program managers to discuss space needs and develop occupancy solutions. Supervises staff responsible for preparing workspaces for occupancy, including modular furniture reconfigurations, office moves and coordination of workspace readiness. Maintains the space occupancy database and submits updates to ensure the master rent schedule remains current and accurate.
- 10% Oversees facilities-related projects and service requests by coordinating with vendors, contractors, and campus stakeholders. Monitors project progress, ensures contract deliverables are met, resolves operational issues affecting facilities services, and recommends process improvements to enhance efficiency and customer service.
- 10% Maintains unit readiness to provide backup support for critical campus operations, including ID badge processing and Duty Officer mailbox coverage, to ensure continuity of services during staffing shortages, leave, or other operational needs. Oversees cross-training of staff, monitors workflow, establishes procedures, and coordinates backup coverage to maintain timely and uninterrupted customer service.

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**Marginal Functions (including percentage of time)**

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- 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: 8/20/26