

Purchasing - Supervisor I
Update: 1/2026

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF FISCAL SERVICES
CONTRACTS AND PURCHASING UNIT
PURCHASING UNIT**

NAME:

POSITION NUMBER: 420-025-4800-xxx

JOB TITLE: Supervisor I

STATEMENT OF DUTIES: Under the general direction of the Supervisor II, Business Services, Office of Fiscal Services (OFS), Contracts and Purchasing (CPU) the Supervisor I supervise a variety of consultative and analytical activities involving purchasing agreements for the Department.

SUPERVISION RECEIVED: Reports directly to the Supervisor II, Business Services, Office of Fiscal Services.

SUPERVISION EXERCISED: Provides direct supervision to a group of analysts and support staff responsible for department's purchasing and warehousing activities.

TYPICAL PHYSICAL DEMANDS: None

TYPICAL WORKING CONDITIONS: Smoke-free environment. An open-spaced cubicle office located within a high-rise building, in a remote work environment, home office, or similar environment. Supervisor I may be required to remain sedentary to operate a computer while performing research and other duties up to eight hours per day. Able to occasionally move boxes weighing up to 25 pounds.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule (i.e., combined remote and in-office work schedules). While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

50% As the Department's Purchasing Manager, incumbent reviews purchasing documents and practices of the Purchasing unit to ensure compliance with State administrative guidelines and regulations. Provides review and oversight over the California Multiple Award Schedule (CMAS) program for the department. Supervises and oversees the activities of the analytical, technical, and clerical staff of the Administrative Services Purchasing Unit and assigns workload based on unit priorities and current needs. Resolves issues and concerns relative to specific purchases. Evaluates performance, approves time off, and

signs time sheets of staff. Insures that all staff receive necessary training.

- 25%** Departmental Coordinator for CAL-Card program, including control over card issuance, development of policies and procedures and representing the Department in CAL-Card related meetings, task forces, or outreach programs. Responsible for overseeing the duties of the Assistant CAL-Card Coordinator who trains all users, prepares reports, reviews and analyzes monthly statements and works with incumbent to resolve problems.
- 10%** Researches, develops, and writes Departmental procedures relating to Purchasing commodities, and the use of leveraged procurement options. Responsible for maintaining the relevant chapters in the DOJ Administrative Manual and updates the Purchasing Manual. Conducts the more complex organizational or management studies on subject areas, including consulting with departmental management on purchasing issues, data gathering, report writing, statistical analysis, and presentation of recommendations to departmental and division management.
- 10%** Incumbent is the expert on the Department's Environmentally Preferable Purchasing (EPP) program and related laws and policies on sustainable practices in compliance with AB 32, the Global Warming Solutions Act. Oversees the development of EPP training and the monitoring of purchase orders to ensure compliance with the Act. Works closely with the Recycling Coordinator and Green Office-DOJ to identify and resolve issues and advance and implement sustainable business practices in the Department.
- 5%** Implements, monitors, and maintains the Department's Small Business, Disabled Veteran Business Enterprise, and Buy Recycled Products programs for commodity and IT services contracts. Assists with development of Departmental policy, implementation of measures and outreach effort to increase participation, monitor participation and produce required reports for DGS, Governor's Office, and Legislature.

I have read and understand the essential functions and typical physical demands required of 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.
- ☐ 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.

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☐ 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's Signature Date

Supervisor's Signature Date