

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed		
RPA Number:	Classification Title: Supervisor I	Position Number: 673-820-4800-004
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Acquisitions Section A/Acquisitions Unit C	Reporting Location: Sacramento
Supervisor's Name: Christy McCoy	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Fiscal Services Division's Acquisitions Branch manages and oversees acquisition and grant activities for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA). The branch helps programs develop contracts, procurements, and grant agreements, and provides clear guidance and training on acquisition requirements. This branch strengthens internal controls, supports process improvements, and ensures compliance with applicable state and federal requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under general direction of a Supervisor II, the incumbent plans, organizes, and directs staff performing procurement and contract administration activities within Acquisitions Unit C. The position is responsible for overseeing acquisition workloads, ensuring compliance with applicable procurement policies and regulations, and maintaining effective internal controls. The incumbent plays a key role in supporting the strategic goals of the Section by promoting procurement integrity and operational effectiveness.

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% of Time	Essential Functions
30%	Acquisition Oversight: Plan, organize, direct, coordinate, and oversee acquisition and grant activities performed by the unit including work processed through FI\$Cal and other departmental systems. Assign, prioritize, and monitor workload to ensure work products are completed accurately, timely, and in compliance with applicable federal and state laws, regulations, policies, delegated purchasing authority, and departmental procedures. Direct and advise CARB and CalEPA management and staff in all phases of acquisition and grant activities. Coordinate with program staff, management, legal counsel, accounting, control agencies, and other stakeholders to resolve operational issues and support departmental objectives. Personally perform acquisition and grant activities, including the most complex and sensitive assignments, as operational needs require to ensure continuity of operations.
25%	Leadership Activities: Provide leadership, direction, guidance, and training to assigned staff. Plan, organize, assign, direct, supervise, and evaluate staff performing acquisition and grant activities. Establish goals, priorities, and work expectations; delegate assignments; monitor workflow; ensure work is completed accurately and within established timeframes; conduct staff meetings; communicate operational priorities; provide timely coaching and feedback to support employee development; and resolve performance issues. Incumbent is required to contribute to the goals of CARB's Equal Employment Opportunity Program. Complete supervisory responsibilities, including recruitment, performance appraisals, probation reports, Individual Development Plans, leave approvals, timesheet review, and other personnel documentation within established timeframes.
20%	Quality Assurance and Compliance: Review draft documents to ensure consistency, accuracy, appropriate acquisitions and/or grant language, and compliance with applicable laws, regulations, policies, procedures, and departmental standards. Review legislative mandates and other statutory, regulatory, and policy changes to interpret their intent and determine their impact on CARB and CalEPA acquisitions and grants policies and procedures. Recommend procedural changes to meet evolving CARB and CalEPA needs. Ensure compliance with the Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Program, CAL-Card Program, State Agency Buy Recycled Campaign (SABRC), and Target Area Contract Preference Act (TACPA), including applicable monitoring and reporting requirements.
15%	Program Administration: Develop, implement, maintain, and improve operational procedures, templates, job aids, training materials, reports, and other resources supporting acquisition oversight activities. Develop, coordinate, and deliver training and technical assistance to internal customers and stakeholders to promote the consistent application of applicable laws, regulations, policies, procedures, and best practices. Analyze workload trends, operational performance, and resource needs to support planning and operational decision-making. Prepare management reports, briefing materials, correspondence, and recommendations. Keep the Supervisor II informed of significant operational issues, workload trends, staffing concerns, and accomplishments. Participate in workgroups, meetings, and Branch

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	initiatives that support continuous improvement, operational efficiency, and departmental objectives.
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% of Time	Marginal Functions
10%	Provide support to other Supervisor I positions within the Acquisitions Branch and represent the Supervisor II in his/her absence, as assigned. Perform other duties as assigned that are consistent with the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
 Requires prolonged periods of sitting at a desk and working on a computer.
 Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers.
 Requires visual acuity to read and prepare documents and use a computer screen.
 May require occasional lifting and carrying of materials weighing up to 25 pounds.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
 Involves prolonged periods of sitting at a desk and working on a computer.
 May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
 Noise levels are typically low to moderate.
 May involve occasional travel to attend meetings or trainings.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). ☐ Duties require participation in the DMV Pull Notice Program. ☐ Performs other duties requiring high physical demand. (Explain below) ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. ☐ Travel up to _____ percentage ☐ Bilingual Fluency needed in _____(language) ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name: Christy McCoy	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

☐ Yes ☐ No
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Employee Name:	Employee Signature:	Date:
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