

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Contracts Manager</u>	
		Division and/or Subdivision <u>Fiscal Services, Business Services Office (BSO) Contracts and Grants</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>West Sacramento</u>	
		Class Title of Position <u>Supervisor I</u>	
		Position Number <u>541-028-4800-016</u>	
		Effective Date <u>August 2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general direction of the Supervisor II, the Supervisor I is responsible for managing and directing Contract staff within the Department of Forestry and Fire Protection (CAL FIRE) Business Services Office. This position requires the ability to work in a fast-paced environment. Specific duties include, but are not limited to: *Responsible for planning, organizing, and managing contracting activities. *Direct staff in the preparation and review of Invitation for Bids, Request for Proposals, Request for Quotes, Interagency Agreements, Master Service Agreements, and other departmental contracts. *Maintain compliance with the State Contracting Manual, California Public Resource Code, Government Code, Public Contracting Code, State Administrative Manual, and other contract and procurement law. *Perform and handle controversial and sensitive contracting and issues. *Develop and maintain contracts and statistical databases; advise and consult with management on contract administration issues and provide statewide contract manager training on contract administration policies and procedures. *Consult with and provide direction to departmental program managers regarding contract requirements; develop written contracting guidelines, policies, and procedures; provide recommendations to management regarding policy implementation strategies and serve as team leader for the development and implementation of new contract administration activities. *Review contracting requests for appropriateness and compliance with statutory mandates.		
35%	*Oversee, develop and implement policies, processes, and procedures to streamline and improve efficiencies within the assigned programmatic functions. *Prepare management memos, reports and announcements. *Recommend and develop strategies to meet departmental contracting needs. *Work collaboratively with internal and external stakeholders toward making programmatic improvements within the assigned areas of responsibility. *Identify and implement improvements for processes; plan, organize, direct, and provide managerial review of work performed by staff in Contracts. *Provide technical assistance, guidance, and oversight to staff; monitor work assignments, ensure uniform interpretation, implementation, and accuracy of information provided to departmental staff.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

Continued:

*Continuously build and maintain effective communication and working relationships throughout the department. *Serve as centralized liaison for general contract development matters; direct the work of Contracts to provide timely, legal contract solicitation efforts.

*Provide personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Consistently and effectively mentor, coach, and guide staff in the development of their knowledge of resources utilized to perform their work. *Develop staff work plans, monitor, and evaluate progress, and ensure key milestones are met on schedule.

5%

Perform other job-related duties as required.

Desirable Qualifications:

- Excellent verbal and written communications skills
- Ability to mentor and train staff
- Excellent customer service skills
- Effective decision-making and problem-solving skills
- Time management skills, experience managing projects, and ability to meet deadlines
- Computer proficiency and knowledge of various computer software applications such as Microsoft Office programs and Adobe applications

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____
 Personnel use only

☐ Date
☐ Posted to Directory

Supervisor Signature _____

Date _____

Initials and Date