

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

SUPERVISOR I

POSITION NUMBER:

800-978-4800-006

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

DDSD/CSSB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

FISCAL & PROCUREMENT SECTION

SUPERVISOR'S NAME:

POUV TRY-TOUCH

SUPERVISOR'S CLASS:

SUPERVISOR II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

2 Analyst IIs, 1 Analyst I

Total number of positions for which this position is responsible: 3

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

2 Analyst IIs, 1 Analyst I

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

CONCEPT OF POSITION:

Under the general direction of the Bureau Chief (Supervisor II), the Fiscal, Contracts and Procurement Chief plans, organizes, and directs the activity of the DDSD fiscal, contract and procurement services in the Central Support Services Branch setting. The incumbent is responsible for the management of the above services for all Branches of the Division in the areas of budget, resource utilization, contracts, business services and procurement. The Supervisor I develops recommendations and provides consultation Division management.

A. RESPONSIBILITIES OF POSITION:

25% Plans, organizes, and directs the preparation of extensive federal and state budget requests for the Division. Negotiates budget requests with personnel in federal and state agencies. Directs the analysis of the yearly federal and state budget allocation for the Division; directs preparation of plans for utilization of available monies based on needs of the Branches. Allocates certain fund categories for the Branches. Identifies areas of potential budget shortfall and directs preparation of a detailed analysis of additional needs to the federal component. Monitors expenditures for all Branches, directs the preparation of reports on same. In the event of a probable budget deficit, identifies areas of potential costs reduction for the Division. Coordinates and evaluates budgetary requests from Branch Chiefs to assure consistency in resource utilization among Branches. Consults with Department staff on budget issues.

25% Directs staff in extensive analysis of resource utilization including workload data, staffing, and funding based on data from the management information system. Recommends planning policy for optimum resource utilization and recommends appropriate action for problem resolution. Directs the preparation of federal reports and consults with representatives from the federal government regarding workload and resource utilization.

25% Plans, organizes, directs, coordinates, and evaluates the activities and performance of four to six subordinate analyst and support personnel engaged in a variety of analytical duties in the area of management services. Monitors, analyzes and evaluates the quantity, quality and effectiveness of operations under his/her direction. Develops methods of timely identification of problem areas and training needs within the Section and implements methods for resolving problems. Provides written reports of performance to subordinate staff.

10% Directs staff in divisional business services activities including the procurement and distribution of equipment, supplies, and forms. Consults with personnel in the Department, control agencies, and the Federal government to assure coordination of such activities. Develops policy recommendation for internal divisional business services activities.

10% Directs the development and monitoring of contractual agreements for all Branches in the Division. Consults with staff in the Contracts Bureau and control agencies to assure coordination of contract activities. Participates in negotiations between the vendor community and the Contracts Bureau and control agencies.

5% Participates in meetings and work groups related to assignments and performs other administrative duties as assigned.

B. SUPERVISION RECEIVED:

Receives administrative supervision from the Administrative Support Bureau Chief (Supervisor II), covering performance and growth. Supervision while work is in progress includes helping to establish priorities respective to Division requirements. The final product is reviewed for compliance with administrative matters.

C. ADMINISTRATIVE RESPONSIBILITY:

The Fiscal, Contracts and Procurement Section Chief assists the Bureau Chief in all management functions of the Branch, including the selection and development of Branch personnel, the maintenance of effective policies and procedures, and organizational structure and staffing.

D. PERSONAL CONTACTS:

Provides a central focus for all contacts with federal and state agencies regarding budget, procurement and business services. Must interact daily with Division Branch Chiefs, other departmental Bureau Chiefs, personnel from state control agencies and officials from the federal Social Security Administration. All contacts must be handled with tact and superior communication and negotiation skills as most issues dealt with are of a sensitive nature. Must develop and present proposals to Division and Department management on a frequent basis.

E. ACTIONS AND CONSEQUENCES:

The Fiscal, Contracts and Procurement Section Chief is primarily responsible for providing Division management with sound decisions and recommendations regarding a wide range of administrative issues: budget, resource allocation, personnel, management information, contracts, payments, and fiscal reporting. The consequences of incorrect decisions can have a very serious impact on the utilization and support of over 1,200 positions located throughout the state. Examples of such impacts include inadequate resources to meet the Division's workload, budget deficits and failure to meet federal and state requirements.

F. OTHER INFORMATION:

It is highly desirable that the Supervisor I has a broad knowledge of state and SSA policy in the area of fiscal principles, contracting, procurement practices and state human resources rules. The incumbent will be required to possess high-level critical thinking skills, strong organization, and coordination skills, be an effective communicator and can forge strong partnerships with all stakeholders.