

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
BUSINESS MANAGEMENT SUPPORT BRANCH
PROCUREMENT AND STAR SUPPORT SECTION
GOODS PROCUREMENT UNIT II**

DUTY STATEMENT

JOB TITLE: Supervisor I**POSITION #:** 425-525-4800-XXX**EMPLOYEE:**

POSITION DESCRIPTION: The Supervisor I of the Goods Procurement Unit II supervises the day-to-day operations, in coordination with Supervisor I's over other Procurement Units. The incumbent ensures compliance with delegated purchasing authority as granted by the Department of General Services (DGS); serves as one of the state procurement process experts for the Department of Developmental Services' (Department).

SUPERVISION EXERCISED: This position provides direct supervision of professional level staff.

SUPERVISION RECEIVED: The position reports to, and under general direction of, the Procurement and STAR Support Section Chief.

EXAMPLES OF DUTIES:Essential Job Functions:

35% Oversees the development and execution of departmental goods and services purchases. Provides consultation to program staff; serves as centralized liaison for general procurement; and participates in policy and procedural decision making that has a department-wide impact. Assesses procurement requests for appropriateness and compliance with statutory mandates. Supports in the collaboration with the Department of General Services' (DGS) Procurement Division and DGS's Office of Legal Services (OLS) to ensure compliance with State procurement laws, such as purchase authority, Disabled Veteran Business Enterprises (DVBE) and Small Businesses (SB) participation. Provides leadership and direction to subordinate staff within the Goods Procurement Unit when preparing requests for quotes, amendments, and other procurement mechanisms and agreements. Ensures all solicitation documents comply with department policies and procedures, as well as State procurement laws, State Contracting Manual(SCM), regulations, and Department policies. Provides oversight and review of the development of reports for various mandatory requirements, as well as for any ad hoc reports.

- 25% Manages and directs staff responsible for the Department's procurement administration functions. Plans, organizes, directs, and provides managerial review of procurements. Develops staff work plans, monitors, and evaluates progress, and ensures key milestones are met. Develops program goals, strategic and operational plans, and objectives for the Procurement Unit's mandated products and services. Provides regular and timely written performance appraisals to staff. Counsels staff and initiate disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with State and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices including, but not limited to, hiring and employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
- 25% Oversees administrative efforts for the Procurement Unit's active procurement files. Manages staff input and utilization of information into the Financial Information System for California (FI\$Cal), Service Now, and other systems or spreadsheets. Manages staff maintenance of electronic file organization in accordance with the SCM, State regulations, and Department policy. Develops, oversees, and maintains systems necessary for the collection of data used to prepare State-mandated reports. Responds to complex and sensitive incoming correspondence from the public and contractors. Monitors, analyzes, and evaluates the quality and effectiveness of operations by staying current on all aspects of State and federal procurement processes. Provides recommendations to management regarding policy implementation strategies and serves as team leader for the development and implementation of new procurement administration activities.
- 10% Serves as a technical resource and expert in identifying and implementing improvements for processes, information sharing, and sound decision making. Utilizes management process to employ team leadership principles efficiently and effectively in the successful completion of assignments. Consults with and provides policy and procedural recommendations to management relating to program procurement needs. Oversee the updating and maintenance of policy and procedures related to procurement. Develops and conducts training to Department staff on procurement-related processes, roles, and responsibilities.

Marginal Job Functions:

- 5% Serves as back-up Supervisor for the other Procurement Units and temporarily acts as the Section Manager of the Procurement and STAR Support Section as necessary. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Requires movement throughout the Department's facilities. Requires sitting for long periods of time while using a computer and telephone. Perform reviews of documents and working papers, and attends meetings. When necessary, may be

required to work extended business hours. Limited in-state travel may be required to the developmental centers, community-operated facilities, or STAR Homes when necessary, for meetings and trainings. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: The State's contracting and procurement process, experience transacting in FI\$Cal; effective communication skills; excellent interpersonal, organizational and supervisory skills; ability to think critically and develop; analyze, and recommend solutions or alternatives; ability to work well with others; ability to work with multiple tasks with changing priorities and provide outstanding customer service; proficiency with Microsoft Office Applications; use of sound judgment and discretion when working with management, professional staff and the public; ability to work independently and ability to research rules and regulations and make sound decisions.

Ability to: Perform the full range of supervisory and management duties, including, but not limited to the following: interprets and adheres to policies, rules, laws and regulations; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance; if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilizes the competitive hiring process in accordance with State laws; and approves or denies administrative requests including leave, overtime, travel, and training.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.