

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Supervisor I (Supervisory)

POSITION NUMBER:

800-665-4800-910

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

ADM/Contracts & Procurement Services Branch

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

Purchasing - IT Acquisitions and Grants Bureau

SUPERVISOR'S NAME:

Mike Maniscalco

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.

(4) Analyst 2 Positions / (1) Analyst 1 Position

Total number of positions for which this position is responsible: 5

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

Not applicable.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) Departmental organizations on a statewide basis and the California Health and Human Services Agency.

CONCEPT OF POSITION:

Under supervision from the Non-IT Purchasing and Administrative Support Section (NPASS) Chief, the Supervisor I is the working level manager responsible for all aspects of the procurement of Non-IT Goods and P-Card. The Supervisor I is the subject matter expert and provides supervision and guidance to employees, program staff, and management for non-IT procurement, P-Card, and Branch administration related matters. The Supervisor I represents the Department to state and federal control agencies. The Supervisor I may be required to process the most complex and sensitive agreements for the Bureau. The Supervisor I is responsible to ensure all program stakeholders receive the required procurement training in regards to Non-IT Goods, P-Card, and FI\$CAL.

A. RESPONSIBILITIES OF POSITION:

- 40% Supervise staff, assess, and assign workload. Oversee development of and approve release of solicitations, awards, and purchases. Ensure analysts are providing completed staff work on schedule. Provide final review and approval for all completed staff work in assigned area. Work closely with both the Bureau and Section Chiefs to establish goals for the unit. Communicate openly and regularly with the Bureau Chief and Section Chief to ensure all issues or risks are relayed in a timely manner, whenever possible. Assess risks and identify areas of concern, and communicate concerns. Classify purchases appropriately. Provide customer service to programs including problem solving and working on special teams to develop Scopes of Work and facilitate the purchasing process. Provide training to programs for the Non-IT Goods requisition and procurement process, including our requisition process in FI\$CAL. Complete the more complex procurements of Non-IT Goods, including coordination with program staff and control agencies.
- 40% Consult, advise, and coordinate with Departmental and Program stakeholders to resolve complex and sensitive issues. Provide regular briefings to management and solicit input and provide alternatives and recommendations on complex and sensitive procurement related issues, and policy implementation as it is received from control agencies. Identify improvements in current processes, research and make recommendations for resolution. Implement new policies from start to finish. Work on project teams to implement new contracts or purchasing requirements. Responsible for recruitment, selection, training, discipline, and evaluation of staff. Responsible for mentoring new staff until they are ready to work independently. Identify areas where staff require training, provide the training, mentoring, or seek outside training, when necessary to ensure analysts have the training needed to perform their jobs. Oversee the distribution of all Purchase Order assignments and ensure completion in a timely manner. Run regular requisition audits to ensure all assignments have been logged and completed.
- 10% Section contact for all procurement and Cal-Card related matters, contract legislation, regulations, and policies. Provide information and guidance to, and solicit input and recommendations from, the Section Manager, staff and program management on proposed changes to procurement related requirements. Develop and present recommendations on proposed changes to policies and procedures to Bureau and Branch management. Oversee the CAL-Card program. Identify areas for continuous improvement. Issue policy memos for CAL-Card program. Stay current with Department of General Services (DGS) policy as it relates to state acquisitions and the CAL-card program. Implement new and improved policies related to acquisitions and CAL-Card.
- 10% Interact with contractors on a variety of issues. Act as Section Chief during his/her absence. Work on special projects as they relate to the procurement of Non-IT Goods and CAL-Card, when necessary. Participate on special team projects at the Division, Branch, and Bureau level. Participate in team building activities at the Bureau and Branch level.

B. SUPERVISION RECEIVED:

The Supervisor I receives general direction from the Section Chief who will ensure the Supervisor I is sufficiently aware of Bureau, Branch, Division and Departmental policies to support them through project activities and management actions. The Supervisor I is required to utilize initiative and resourcefulness in completing assignments and to work independently.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for supervisory functions including recommending, developing, and maintaining effective policy and procedures, organization structure and staffing. Responsible for the overall operations of the Section. The Supervisor I must maintain a cohesive relationship with the other Supervisors within the Bureau, Branch, and Division. The Supervisor I is responsible for maintaining effective staff performance to meet the Department's Mission Statement and Strategic Plan. The Supervisor I must keep management apprised of contract issues and problems along with recommended solutions.

D. PERSONAL CONTACTS:

The Supervisor I has daily contact with all levels of Departmental staff and management as well as representatives of other state, federal and county agencies, representatives of private industry and legislative staff.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in decision making and process management can result in the lack of services to the Department and its service recipients, including federal, state and county agencies, the aged, disabled, abused and neglected children, and the needy. Failure to execute accurate and timely purchase documents could result in contractor protests, the loss of state and federal funding, as well as adverse publicity and liability for the Department.

F. OTHER INFORMATION:

The Supervisor I must have good leadership skills, interpersonal and communication skills and be able to effectively work under pressure and short time frames. The Supervisor I will foster team building and cooperative working relationships amongst staff as well as other units. The Supervisor I must maintain effective working relationships with those in the Department and other state agencies as well as with County, Federal and representatives from private industry. The Supervisor I must have the ability to multi-task, analyze problems accurately and take an effective course of action quickly to avert adverse consequences. It is essential that the Supervisor I maintain open and candid communication with the management team. As the subject matter expert, the Supervisor I will organize and execute Non-IT Goods Procurement and CAL-Card training to all applicable program stakeholders and managers.