

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor I	<i>Contract Services Group Supervisor</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-336-4800-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Procurement, Contracting & Administration/Contracts Section I/ Contracts Section II/CSG I, II, III, IV	Ernesto McCorkle
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations, Planning and Support Division	Supervisor II
BRANCH:	REVISION DATE:
Administration	1/15/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; justify-content: space-between;"> <div> ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required </div> <div> ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of a Chief of a Contracts Section (CS), the Contract Services Group Supervisor independently plans, organizes, directs, and coordinates the activities of one (1) of the four (4) units within the CS. Ensures contracts and procurements are in compliance with all applicable laws, regulations, procedures, and department guidelines. Performs the most difficult and sensitive duties in the unit. Provides expert guidance to programs on the EDD's contracting process. Coordinates with Legal, Fiscal Programs Division and Information Technology Branch (ITB), to ensure timely and accurate processing of all assigned workload. Collaborates with CS and Procurement Section (PS) management on relevant contract and procurement related issues and special projects.</p>	

Percentage of Duties	Essential Functions
30%	Ensures contracts and procurements are in compliance with all applicable laws, regulations, procedures, timeframes, and department guidelines. Coordinates with internal (e.g., Fiscal) and external (e.g. Department of General Services[DGS]) stakeholders, to ensure contracts and procurements are in compliance with all applicable laws, regulations, procedures, and department guidelines.
	Continually evaluates, organizes, directs, and coordinates the contract workload for EDD and partner agencies (e.g., Labor Workforce Development Agency). Assigns workload to the appropriate staff members; provides guidance for appropriate contracting acquisition methods for Information Technology (IT) and Non-IT services, including, but not limited to public works, software as a service, interagency agreements, reimbursable agreements, training, consulting, and fair and reasonable services.
30%	Develops and articulates the goals, strategies and objectives of CS. Organizes, directs, coordinates, and evaluates the contract and procurement related special project needs. This includes but is not limited to: manual writing and training resource development, business process improvement, internal and external audit responses and legislative bill analyses. Collaborates with PS managers on relevant procurement related projects as needed.
20%	Continually informs subordinates of new or changed policies and procedures on a timely basis. Attends and holds regular staff and individual group workload meetings. Provides direction; makes, discusses, and/or reviews assignments. Enrolls subordinates in appropriate training courses as necessary. May fill in for one or both of the CS Chiefs in their absence.
	Effectively responds to all aspects of personnel management responsibilities such as recruitment, resolution of grievances, and preparation of performance evaluations and maintenance of attendance records.
15%	Liaison with the DGS and the California Department of Technology on procurement issues. Consultant to higher level EDD management to identify procurement alternatives and potential impact of proposed acquisitions. Represents the department during audits and on policy setting issues crossing agency, department, branch, and division lines where required. Reports to department managers on workload activities.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	

Civil Service Classification
Supervisor I

Position Number
280-336-4800-XXX

Interaction with Customers:

- ☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 3 Analyst Is; 3 Analyst IIs

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

- | | | |
|--|----------------------|---------------|
| ☒ Duties meet class specification and allocation guidelines. | CPU Analyst Initials | Date Approved |
| ☐ Exceptional allocation, STD-625 on file. | nsw | 1/26/2026 |

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file