STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☑ Current ☐ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Business and Acquisition Services (OBAS)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) Level B	POSITION NUMBER 306-030-7500-001	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00a.m. - 5:00p.m.	TENURE Non-Tenured	
WORKING TITLE Chief, OBAS	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☑ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Deputy Director, Administration, the Chief, Office of Business and Acquisition Services (OBAS) is responsible for the development, formulation, recommendation, and implementation of statewide policies related to business services functions including: contracts, procurement, natural gas services, facilities and business management services for Department of General Services (DGS).

The position is responsible for providing overall direction, management, organization, and development of OBAS program policies, procedures and staff. As a member of the DGS Leadership Team, the Chief is responsible for ensuring the Department's mission, vision, and strategic plan objectives are met, in accordance with the DGS directives and guidelines, State Administrative Manual (SAM), State Contracting Manual (SCM), Fi$Cal and all applicable governing laws, rules, and regulations.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Serves as the chief policy-maker and contract subject matter expert by formulating and implementing departmental policies that are often implemented statewide and programmatic decisions by reviewing new and existing legislation, maintaining a decisive role and regular involvement in high-level department-wide policy making and program management discussions,

PERCENTAGE	DESCRIPTION
	analyzing and interrupting statewide statutes, regulations, policies, and procedures governing business services, and advising the Administration Deputy Director and Executive Management on significant issues impacting departmental business and acquisition policies and procedures in order to increase efficiencies, uniform and streamline business practices to ensure that short- and long-term service and cost objectives are met.
30%	Oversees and manages the Business Services Section (BSS), the Contract Services Section (CSS) and the Natural Gas Services (NGS) team by directing subordinate managers and supervisors and establishing policies, processes, procedures, and defined plans of action with necessary time-frames, resource requirements, and expected outcomes in order to provide contract, procurement, and related business services functions in support of the department and state agency clients and ensure business services practices are in compliance with DGS policies, procedures, processes, and to ensure compliance with federal and State laws, regulations, Executive Orders, polices and best practices.
20%	Provides executive-level technical advice and consultation to the management of the CSS, BSS, NGS and other department managers by researching, evaluating and recommending resolutions, and working in conjunction with department leadership in the administration and management on all phases of the contracting process in order to provide consistent delivery of outstanding customer services to DGS' internal and external clients and ensure all business service solutions including FI$Cal support, Cal-Card administration, asset management, security and document reproduction are executed accurately and efficiently.
15%	Establishes and executes strategic goals, plans, and objectives that are in alignment and support of Administration Division, DGS strategic goals and policies which support evolving industry trends and customer needs by evaluating progress towards successful completion of goals, leveraging technology, utilizing data, establishing performance metrics, and documenting customer service levels in order to improve efficiency and ensure compliance with established program expectations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Serves as a subject matter expert for business services including contracting and procurement of IT and Non-IT goods and services as well as natural gas. Serves as a member of the Administration Leadership Team. May represent the Deputy Director or the Department at meetings and public affairs with stakeholders and other high-level departmental officials, as needed, to ensure accurate and effective communication to stakeholders, management and the public, in order to maintain business operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

Professional office environment
Use personal computer and telephone in performing work
Occasional off-site meetings within Sacramento

DESIRABLE QUALIFICATIONS

State contracting and procurement experience

☑ Current
☐ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED