DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005587	Classification Title: Supervisor I	Position Number: 835-654-4800-001
Incumbent Name:	Working Title: Contract Management Unit Supervisor	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Disaster Debris Recovery Operations (DDRO)	Section/Unit: Project Management Section/Contract Management Unit	Reporting Location: Sacramento, HQ
Supervisor's Name: Cheng Saechao	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☒Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

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Position Description:

Under the general direction of the Project Management Section Supervisor II, the incumbent supervises staff analysts responsible for contract monitoring, invoice examination, project documentation, and analysis. Ensures staff responsibly monitor contract terms and conditions, timely payment to contractors and consultants, and maximize state and federal reimbursement for disaster recovery efforts. Additionally, the incumbent will provide technical assistance to internal and external stakeholders at the local, state, and federal agency levels.

This position requires a high level of technical knowledge and experience in the California Constitution, Public Contracting Code, Government Code, California Code of Regulations, state policies including the State Administrative Manual and Prompt Payment Act, State Contracting Manuals, and relative federal regulations and policies including 2 CFR, 44 CFR and FEMA Public Assistance Policy Guidance. The incumbent shall be required to take and pass appropriate ICS and/or SEMS training courses, as directed by the incumbent's direct supervisor.

The incumbent will be designated Tier 1 field staff and may be required to wear personal protective equipment, including a respirator as circumstances require. The incumbent must be capable of driving and walking in rough, poorly, or non-paved roads/terrain that may require hiking short to moderate distances to evaluate program properties and their accessibility. Staff may also be required to spend extended days overseeing operations. Staff in this position will need to work effectively and cooperatively under various conditions and may be required to work weekends, holidays, and extended days (10-12 hours), six days per week, and/or rotating shifts (day/night). The ability to travel statewide for extended periods of time on short notice is also required.

Essential Functions (including percentage of time):

45% Responsible for planning, organizing, and directing the work of professional analytical staff performing contract monitoring, which may include contract amendments, dispute resolution, invoice examination, project documentation, and analysis necessary to ensure timely payment to contractors and consultants. Coordinate with internal business units to identify appropriate financial coding, procurement, budget tracking, final invoice requests, periodic expenditure projections, and project closeout. Coordinate closely with other DDRO units in the development of overall operational planning, assigning projects, responding to inquiries from state and federal oversight agencies. Adjudicate property damage claims resulting from field operations. Analyze, negotiate, and resolve contractor disputes.

35% Ensure all contract related terms, conditions, expenditures, and supporting documentation are tracked, organized, and preserved in a manner which enables verification that goods and services are provided and performed according to the quality, quantity, objectives, timeframes, and manners specified in contracts. Participate in all project cost reconciliation efforts including after action meetings, project closeout meetings, and auditing exercises. Develop, review and/or recommend necessary communication tools including but not limited to issue briefings and statements, talking points, regular reports, memoranda of understanding, training presentations, and outreach materials.

10% Ensure staff adhere to the Department's Health and Safety Policy. Make recommendations to management regarding personnel matters, analytical and technical issues, and work assignments. Advise and train staff on acceptable measurement and analytical principles and practices. Develop duty statements, staff hiring documents, probation reports, and annual performance appraisals. Review and approve staff time records, travel arrangements, and travel expense claims.

5% Other duties as required to fulfill CalRecycle mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within the program, attending staff and stakeholder meetings, briefings, and task force meetings. Represent the program or department on various committees, panels, meetings, and projects.

Marginal Functions (Including a percentage of the time):

5% Prepare internal Department approval documents for remediation projects, coordinate with agency staff for project approvals and administration, prepare and deliver project updates and presentations at monthly public meetings. Participate in training, when necessary to broaden knowledge and remain consistent with policy and regulatory changes and updates.

EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENTS 100%

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When DDRO is Mission Tasked by the California Governor's Office of Emergency Services, the incumbent may be assigned to a disaster operation Incident Management Team to fill an essential function reporting within an Incident Command System hierarchy. Assignments as the Department's representative during emergency response and recovery activities may be located at the State Operations Center (SOC), Regional Emergency Operations Center (REOC}, Joint Field Office (JFO), Area Field Office (AFO}, Local Assistance Center (LAC), Debris Removal Operations Center (DROC), or other locations. During such assignments, some or all the incumbent's nonemergency-related duties may temporarily cease.

Typical essential function roles include but are not limited to: Operations Section Lead, Deputy Operations Section Lead, Finance and Administrative Lead, Deputy Finance and Administrative Lead, Planning Section Lead, Deputy Planning Section Lead, or equivalents.

Operations Section manages tactical incident activities to achieve the incident objectives and oversees incident action plan implementation. Directs or supports the management of all incident-related engineering and environmental assessment, environmental monitoring, environmental sampling, debris removal, and operational activities, and the management of any other necessary environmental support activities.

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Finance Administration Section includes the service contract manager who is the authorized representative of the State of California responsible for administering a contract and monitoring the contractor's performance, aligning operational objectives with the terms of the executed contract, and administering the necessary change orders to accomplish the disaster recovery objectives approved by state and federal government as required for state and federal disaster assistance.

Planning Section oversees incident-related data gathering and analysis regarding incident operations and assigned resources, facilitates incident action planning meetings, and prepares the Incident Action Plan for each operational period.

When necessary, the incumbent acts as liaison to other agencies, including Cal OES, FEMA, CalRecycle, Cal EPA, USEPA, DTSC, CDFW, SWRCB, and CalFire regarding technical engineering waste management issues.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☒ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☒ Duties require participation in the DMV Pull Notice Program.
☒ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☒ Other (Explain below)

Explanation:

This position is subject to successful completion of medical requirements defined in CalOSHA Title 8, 5144 for Respiratory Program and CalOSHA Title 8, 5192 Hazardous Waste Operations and Emergency Response.

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Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date