Classification Title: Supervisor II	**Branch/Division/Bureau:** Administration and Licensing Services Branch/Financial and Business Management Division/Business Management Bureau
Working Title: Non-IT Procurement Section Chief	**Office/Unit/Section/Geographic Location:** Non-IT Procurement Section/Sacramento
Position Number (13 Digit): 413-193-4801-001	**Conflict of Interest Position:** ☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the direction of the Bureau Chief, Manager II, Financial and Business Management Division – Business Management Bureau (FBMD-BMB), the Non-IT Procurement Section Chief, Supervisor II, will plan, organize, lead, direct and oversee the operations of the FBMD-BMB Non-IT Procurement Section for the California Department of Insurance (CDI). The Non-IT Procurement Section includes the Non-IT Services Unit and Non-IT Goods and Receiving Unit.

Occasional travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.)

As a leader in State government, the Non-IT Procurement Section Chief is responsible for developing and inspiring the workforce and delivering great results for Californians and CDI. The Non-IT Procurement Section Chief must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability, and motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The Non-IT Procurement Section Chief must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and good judgment.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS

35% Provide overall administration and management to the Non-IT Procurement Section Chief team to ensure goals and objectives are successfully implemented. Establish and maintain cooperative relationships within CDI at all levels, FI$Cal, Department of General Services and CDI consumers. Provide expert advice and consultation to the Section staff and Department management relating to Non-IT procurement processes, procedures, laws, and regulations. Ensure sound fiscal and internal controls are in place to safeguard the Department's resources as well as the integrity, reliability, and accuracy of all Non-IT procurement records and invoice receipts. Keep abreast of statutory and regulatory changes and develop or revise policies/processes based on those changes. Advise management of the Non-IT Procurement Section issues and developments to ensure operational needs and responsibilities are met and in compliance with State rules, laws, regulations, and Department policies and procedures. Review written documents for management, Executive Operations, and other State agencies to ensure documents are clear and concise, and in compliance with all guidelines. Oversee the Non-IT Procurement Section's day-to-day, month-end, and fiscal year-end activities to ensure Non-IT procurement requests and required reports are timely and accurate; and to ensure all issues are resolved in a timely manner. Assist the Bureau Chief in providing procurement data as well as serving as the subject matter expert in providing advice on complex procurement processes and systems. Ensure requests from internal/external parties for procurement data are prepared timely and contain accurate information. Evaluate and counsel staff regarding job performance, prepare probation reports and Individual Development Plans, and provide motivation for employees to produce their best results. Consult with the Human Resources Management Division regarding performance issues. Conduct regular staff meetings (in-person/virtual with cameras) to communicate information to the Non-IT Procurement Section team and/or direct reports. Interview and select the most appropriate personnel to accomplish the goals of the FBMD-BMB.

30% Establish, develop, and evaluate the goals and objectives for the Non-IT Procurement Section. Recommend and/or modify effective changes as necessary to ensure the Non-IT Procurement Section's goals and objectives are aligned with the mission and vision of the Department and the FBMD. Implement an effective course of action. Delegate work assignments to staff to ensure work and projects are completed. Monitor the work of staff to ensure that it meets quality, quantity, and deadlines. Establish procedures to ensure there are consistent and systematic methods for accomplishing specific goals/work. Ensure that staff has the necessary tools, equipment, and training to effectively perform the essential functions of their position. Develop training and work plans for staff to meet goals. Approve/deny leave requests and ensure adequate operational coverage. Assist state and/or outside auditors in their review and audit of Non-IT procurement records. Ensure the organization provides oversight of all Non-IT procurement transactions and invoice receipts using various tools and methods to ensure quality data in various Non-IT procurement transactions and invoice receipts. Ensure the Non-IT Procurement Section provides customer and Non-IT procurement support to maintain the integrity of CDI's Procurement Delegation.

25% Ensure Non-IT Procurement Section workload is reviewed and addressed timely. Ensure all procurement requests and invoice receipts are reviewed, analyzed, and reconciled to monitor workflow and workload. Ensure timely collection and processing of each Non-IT procurement request and invoice receipt in accordance with CDI Procurement Delegation, State Contracting Manual, State Administrative Manaual Statute related to procurement related functions. Ensure Non-IT procurement requests and invoice receipts packages submitted to the Section are monitored and processed accurately and timely. Ensure monthly/quarterly/year-end reconciliations/reporting are completed accurately and timely as required by the State Contracting Manual, State Administrative Manual or Departmental procedures. Ensure all internal/external Non-IT procurement reported data is reviewed, analyzed, and reconciled is completed accurately and submitted timely as required.

MARGINAL FUNCTIONS

5% Represent the Department's interests and needs in external meetings in areas of responsibility. Acts in the absence of the Bureau Chief in matters relating to the FBMD-BMB.

5% Identify the Non-IT Procurement Section technology and/or automation needs and/or opportunities for process enhancement/re-engineering. Plan, manage, and coordinate the implementation of the technology applications for the Non-IT Procurement Section.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent must be able to work in a high-rise building.
- The incumbent must be able to move large or cumbersome reports from one location to another.
- The incumbent must be able to work in a shared internal office space.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed; however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____
Supervisor Signature Date

_____
Printed Name