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	
31419	Facilities Management Division (FMD)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
HQ, Contracts Unit	707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Supervisor I	308-100-4800-018	S01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday; 8:00 a.m. - 5:00 p.m.	P	
WORKING TITLE	TIMEBASE	
Contracts Manager	FT	
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 Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Supervisor II, the Contracts Manager in the Facilities Management Division (FMD), Contracts Unit mentors, directs, monitors and reviews the work of analysts who perform contract responsibilities and completes the most complex and highly sensitive tasks for the FMD.

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
35%	Oversees the daily operations of the contract unit by reviewing worklists, dashboards and other data reports in order to analyze and assist in the development and processing of workload and distributing new work appropriately, assisting in implementation of unit goals, objectives and policies and procedures, ensuring operational effectiveness, efficient application of resources, and funding and scopes of work are accurate and compliant prior to contract submission using ServiceNow and at contract award using Fi$Cal.
25%	Provides consultative services on sensitive and complex contracting issues by researching pertinent laws, policies, reviewing past contracting activities and conferring with oversight including, but not limited to, Office of Business and Acquisition Services (OBAS) and Office of Legal Service (OLS) in order to make recommendations to management and customers to ensure timely processing of services, continued maintenance of contracting processes and procedures, and quality services are

PERCENTAGE	DESCRIPTION
	provided.
20%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, monitoring and establishing performance expectations, completing timely performance evaluations, providing training opportunities, hiring and maintaining adequate staff, managing staff requests for time off, and approving or denying Project Accounting and Leave entries for attendance purposes in order to meet program goals and objectives in accordance with all applicable DGS policies, rules and regulations.
15%	Manages and mitigates escalated concerns or issues from FMD contract administrators, customers, and/or management across the department by researching core issues surrounding the concern, providing resolutions, proposing a course of action, and taking corrective action when necessary, in order to build cooperative working relationships with customers across the department and to ensure concerns are mitigated timely and accurately and that staff adhere to customer service best practices.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Directs and guides quality work groups and re-engineering of processes by performing research, making recommendations to resolve complex issues, and providing alternatives in order to implement policies or procedures that improve FMD contracting process to ensure effective contracts are developed and to foster a supportive team atmosphere, utilizing small and large group meetings, SharePoint, ServiceNow, email, Microsoft Teams and other collaboration tools.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Professional office environment. Work requires daily use of personal computer and a variety of office software applications.

DESIRABLE QUALIFICATIONS

☐ 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