

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification C.E.A. B	Working Title Agency Procurement Officer / Assistant Deputy Director Enterprise Operations
Employee Name Vacant	Position Number 791-222-7500-001
Project/Division Name Enterprise Operations Division	Supervisor's Name Bob Huskison
Unit Acquisition and Contracting Services Division	Supervisor's Classification C.E.A. (Deputy Director Enterprise Operations Division)
Physical Work Location 2525 Natomas Park Drive, Ste 105, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the California Health and Human Services Agency (CalHHS) Deputy Chief Information Officer and the Office of Technology and Solutions Integration (OTSI) Deputy Director, Enterprise Operations Division (EOD), the CalHHS Agency Procurement Officer (APO)/ Assistant Deputy Director Enterprise Operations is a member of the CalHHS and OTSI executive staff has a dual role and is responsible for:</p> <ul style="list-style-type: none"> <li>CalHHS APO: The Agency role entails procurement oversight and advisory by serving as the procurement executive for CalHHS, The APO is responsible for developing and promulgating state-compliant, agency-wide policies related to procurement, contracting and vendor management for contracts related to technology and data solutions. The APO produces procurements that are cost-effective, coordinated, and aligned with CalHHS and the State's strategic objectives.</li> <li>OTSI Assistant Deputy Director EOD: Responsible for the Acquisition and Contracting Services Division (ACSD) within OTSI: The OTSI role entails providing procurement strategic leadership by providing support to CalHHS and its member departments for high complexity procurements.</li> </ul>	
Percentage of Duties	Essential Functions
40%	Develop, implement, and maintain CalHHS Agency and statewide policies governing procurement and contracting. Create strategic and tactical plans. Identify and implement improvements to procurement and contracting processes. Establish processes for procurements that improve the quality of the solution/service being procured while reducing time and cost to acquire.
25%	Serve as a member of the Agency and OTSI Executive staff providing guidance and direction regarding the procurement of goods and services, effectively communicating relevant laws, policies, and regulations to assist department executives in making business decisions. Work closely with high-level executives of other State agencies and departments by involving stakeholders throughout the

	procurement process to ensure better procurement outcomes. Collaborate with in-house legal staff regarding issues of contract law.
20%	Provide executive leadership in the development, implementation, and management of the CalHHS Center for Contract Lifecycle Management as part of the OTSI Center of Excellence. This role encompasses strategic oversight of the center's operations, ensuring alignment with CalHHS objectives and statewide, national and industry standards and best practices.
10%	Oversee and manage staffing and resources. Coach, manage, and mentor procurement and contracting staff. Perform various supervisory responsibilities related to staff management and development. Continually assess maturity and evolution required of the office and staff's ability to meet evolving expectations. Evaluate necessary staff resources and training needs. Provide clear direction on the purpose of the office, deliverables required to support the Agency, associated deadlines, and performance expectations.
5%	Marginal functions: May serve and/or represent on behalf of the OTSI Directorate or CalHHS leadership on complex procurement and contracting issues.

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable

Other: *Click here to enter text.*

Type of Environment: a. N/A b. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

**5. SUPERVISION**

Supervision Exercised (e.g., *Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates*)  
 Directly ACSD – 1 Information Technology Manager II, 1 Information Technology Manager I Indirectly ACSD – 27 managers and staff. Indirectly OTSI – 25 managers and staff. Indirectly Agency– 15 CalHHS Departmental Purchasing and Contracting Officers (ref. PCC, Sec. 10333 (a) (1).

**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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

**Supervisor's Statement:**  
 I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

## 7. HRD USE ONLY

### Human Resources Division Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	DT	6/1/2020

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

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:  
*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE