# DUTY STATEMENT

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| Employee Name:  | Current Date: |
| Classification: Staff Services Manager I | Position #:673-810-4800-XXX |
| Division/Office: ASD | CBID: |
| Section: Acquisitions Unit |
| Supervisor Name: Rajdeep Kuar | Supervisor Classification: SSM II |

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| I certify that this duty statement represents an accurate description of the essential functions of this position. |
| Supervisor: | Date: |

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| I have read this duty statement and agree that it represents the duties I am assigned. |
| Employee: | Date: |

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

Designated under Conflict-of-Interest Code.

Duties performed may require pre-employment physical. Duties performed may require drug testing.

Duties require participation in the DMV Pull Notice Program.

Requires the utilization of a 32-pound self-contained breathing apparatus. Operates heavy motorized vehicles.

Requires repetitive movement of heavy objects.

Works at elevated heights or near fast moving machinery or traffic. Performs other duties requiring high physical demand. (Explain below): Duties require use of hearing protection and annual hearing examinations.

# SUPERVISION EXERCISED

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| None | Lead Person |
|  Supervisor | Team Leader |

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible: Associate Governmental Program Analyst (AGPA) - 4

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION: The Mission of the Acquisitions Branch (AB) within the Administrative Services Division (ASD) is to ensure funds are spent in accordance with the Department of General Services (DGS), the Department of Finance (DOF), the State Controller's Office (SCO), the Federal Office of Management and Budget (OMB) circular policies and mandates and funds are expended on projects and programs that support California Air Resources Board (CARB) and CalEPA's missions. Oversee and assist in the development of all acquisitions for goods and services and grant agreements for CARB and CalEPA. Provide training on policies, procedures, laws and mandates as well as expert advice to customers and stakeholders in regard to contracts, grants and procurement. Issue hundreds of program level grants each year to ensure CARB and CalEPA's programs comply with the regulatory statutes that drive the grant funding, in coordination with Budgets, account for all revenues being paid to CARB and CalEPA to ensure both Departments are fully funded.

The Acquisitions Units are responsible for the completion of all CARB acquisitions and grants in support of their mission to protect and enhance California's environment and natural resources. Oversee and assist in the development of all contracts and grants for CARB including Interagency Agreements (IA), Requests for Proposal (RFP), Request for Information (RFI), Invitation for Bid (IFB), Non-competitive Bids (NCB), Service Agreements (SA), Memorandums of Understanding (MOU), etc. Train staff on contract and grant writing, submittal and management, issue hundreds of program level grants each year to ensure CARB's programs comply with the regulatory statutes that drive the grant funding, in coordination with Budgets, account for all revenues being paid to CARB from all fee payers.

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager II, is responsible for leading staff in the completion of acquisitions for both CARB and CalEPA.

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| **% OF TIME** | **RESPONSIBILITIES OF POSITION** |
| 45% E | Acquisitions and GrantsSupervise professional staff in the completion of acquisitions and grants activities of CARB and CalEPA. Direct and advise CARB and CalEPA management and staff in all phases of acquisitions and grants, ensuring efficient and cost-effective methods are legal and objective and in compliance with but not limited to the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC) and CARB Purchasing Authority. Provide consultation to the public, CARB, CalEPA and control agencies for all acquisitions and grants activity of CARB andCalEPA. Directly performs some of the more complex and sensitive tasks |

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|  | as needed for acquisitions and grants activities and issues. Reviews draft documents to ensure consistency, accuracy and appropriate acquisitions and/or grant language. Review legislative mandates and other statutory, regulatory, and policy changes to interpret the intent and impact on CARB and CalEPA’s acquisitions and grants policies and procedures.Recommend procedural changes to meet evolving CARB and CalEPA needs.Ensure the following programs are tracked and efficient: SmallBusiness/Disabled Veterans Business Enterprise (SB/DVBE) program, CAL Card Program, States Buy Recycled Campaign. |
| 45% E | Leadership ActivitiesProvide leadership, direction, guidance, and training to assigned AB Staff. Provide vision and encourage effective customer service focus in the conduct of their duties, provide a safe and friendly work environment and empower staff to perform their duties with minimum supervision. Leadership includes but is not limited to conducting staff meetings, communicating information, ensuring goals and priorities are established and accomplished by staff, establishing timetables to ensure AB activities are performed timely and delegate work and monitor workflow to ensure timeliness of completion. Incumbent is required to contribute to the goals of CARB’s Equal Employment Opportunity Program. Complete supervisory personnel paperwork including performance appraisals, probation reports and Individual Development Plans, within specified deadlines. Provide timely feedback to employees on daily performance issues, resolve problems and take steps to motivate employees. Approve leave requests; coordinatebackup coverage when staff are absent, review and sign timesheets. |
| 10% M | Provide support to Staff Services Manager Is in the Branch and representthe Staff Services Manager II in his/her absence. May perform other duties as assigned within the scope of the classification. |