

DUTY STATEMENT

Employee Name:	Position Number: 580-130-4800-009
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full-Time
Working Title: Contracts Services Manager	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Contracts and Purchasing/Purchasing and Solicitations Section/Centralized Contracts Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring that all contract awards comply with required Federal and State statutes and regulation, State Administrative Manual policies, State Contracting Manual, Government Codes, Public Contract Codes, Management Memos, Department of General Services (DGS) exemption letters and Departmental policies and procedures. The Staff Services Manager (SSM) I provides Department program staff with expert advice and consultation on complex and sensitive contracts matters and proactively develops contract process timelines/schedules with program managers.

The incumbent works under the general direction of the Staff Services Manager II (SSM II), Chief of the Purchasing and Solicitations Section.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

40% Plans, organizes, manages, directs, and reviews the overall workload, activities, and operations of the Centralized Contract Services Unit (CCSU); sets priorities and assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments; reviews and/or approves departmental contracts and California Financial Information System for California (FI\$Cal) purchase orders. Monitors staff workloads to ensure contracts are distributed evenly within the unit and that all contracts are processed timely.

Manages the solicitation process functions to ensure that all contract awards comply with required Federal and State statutes and regulations, the State Administrative Manual (SAM) policies, State Contracting Manual (SCM), Government Codes, Public Contract Code, Management Memos, Department of General Services (DGS) exemption letters and Departmental policy and procedures.

Meets and/or consults with CDPH Legal and/or DGS Legal staff, State Personnel Board, Department of Finance, and other State control agencies to obtain approval of complex and/or sensitive contracts. Provides recommendations to management to satisfy Program's acquisition needs. Recommends and implements policy and procedural changes; provides advice, consultation, and direction to program staff; maintains effective interaction with management, staff, suppliers, contractors, and other governmental agencies; represents CDPH with other State agencies and private businesses.

30% Provides and/or recommends on-going training to staff and/or Program staff when applicable. Reviews, analyzes, and makes necessary changes to the Department's current policies to ensure compliance with State procurement rules, guidelines, regulations, and statutes. Provides direction and assists in the preparation and/or coordination of the CDPH's most sensitive and complex contract awards. Advises and consults with management/program concerning sensitive and controversial contracting issues, which may impact the Department.

Assists CDPH staff with issues related to advertising bid opportunities/options, compliance/requirements, model formats, bid document reviews, etc.; Issuance, interpretation and application of CDPH contract policies and procedures including Administration Information Memos, Contract and Procurement Section (CPSS) Bulletins, CCSU Intranet/internet

postings/information, solicitation templates, pre-printed contract exhibits, and assists in the development of training PowerPoint presentations and materials and Review and approval of FI\$Cal data entries.

Monitors the Contracts and Procurement System (CAPS) tracking system to provide management with detailed activity reports. Ensures program staff are informed of the availability of various State, Federal and Departmental policies, and procedures. Apprises programs of available expedite contract handling methods. Reviews, analyzes, evaluates, and approves Departmental requisitions and procurement orders per delegated authority of the Chief Deputy Director of Operations and makes recommendation to the purchasing staff and/or management on appropriate actions.

15% Directs and provides oversight on special projects; originates correspondence, gathers data and independently prepares or coordinates preparation of reports to the Governor, the Legislature, and State control agencies concerning CDPH contract activities; prepares administrative reports and other requested information for CDPH management. Supervises the development of contracts related reports for DGS-Procurement Division and other State control agencies; coordinates the collection of statistical data and interpret finding. Reviews and analyzes proposed legislation related to CDPH contract issues and advises management on the impact or potential impact; originates and develops new solutions to management problems, supervises and trains professional staff.

10% Performs other assignments and projects as required and requested by management; determines staff needs; sets performance standards; evaluates unit accomplishments; evaluates training requirements and various related duties as required.

Marginal Functions (including percentage of time)

5% Performs back-up duties to the Chief of the Purchasing Services Unit and back-up assistance to the Chief of PSS. Performs other SSM I duties as required.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AV
 Date: 7/2024