

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Administration and Management
Unit: Business and Contract Services Branch
Position Number: 401-108-4801-007 (PS 2293)
Classification: Staff Services Manager II
Working Title: Contract Services Section Manager
HQ Location: HCD Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Department Statement: 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 ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of the Staff Services Manager III of the Administration and Management Division, Business and Contract Services Branch, the Staff Services Manager II (SSM II) is directly responsible for oversight and management of the Service Contracts and Loan and Grant Contracts Office. This includes responsibility for procurement activities of IT and non-IT goods and services, and local assistance contracts.

% of Time	Essential Functions:
40%	Monitor, evaluate, and supervise the work and assignments of two Staff Services Manager I's and professional staff who are responsible for directing and managing the activities of the Service Contracts and Local Assistance Contracts Office. This includes directing and managing the activities of staff and ensuring the compliance of these activities with statute, state, and department policy. Responsible for providing operational direction to the Service Contracts and Local Assistance Contracts Office. Direct the development, review, and approval of activities in the areas of contracts and interagency agreements and Local Assistance Contracts and serves as Department liaison on contracting issues with federal, state, and local agencies. Manage and provide oversight of active departmental loan and grant agreements, professional and consulting service contracts, construction contracts and interagency agreements.
35%	Ensure program staff are informed and understand new contracting requirements; ensuring proper procedures are in place and followed for maintenance of physical records and the contract database. Provide training to management, staff, and program areas as needed on contract procedures and best practices. Oversee preparation of annual reports to the Legislature on the Department's progress,

management, and administration of contracts; and advises and consults with deputy directors, the Director and other managers concerning sensitive, controversial, and significant contracting issues that impact the Department's programs.

15% Participate in meetings with staff, upper management, Executive Staff and external stakeholders and vendors as needed to represent the BCSB, Division of Administration and Management and the Department.

10% Responsible for hiring staff and management with the required skill sets to perform the necessary functions as needed, ensuring staff attend required and developmental training, completing probation reports and Individual Development Plans and providing frequent performance feedback to staff to all BCSB staff. Perform other duties as assigned.

% of Time Marginal Functions:
None.

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

Supervision Exercised: The SSM II directly supervises SSM I's, and indirectly supervises multiple professional level staff. Occasionally, there may be a need to recruit and supervise retired annuitants and/or student assistants.

Conflict of Interest (COI): Form 700 reporting required

Background Check: The position requires a DOJ/FBI Live Scan approval as a condition of employment.

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: The SSM II is responsible for ensuring that all administrative functions under the BSO and Contracts office are completed, including writing policy, processes, and procedures for all BSO and Contracts Office functions.

Personal Contacts: The SSM II has frequent contacts with all levels of staff within the Department, including the deputy directors, the Chief Deputy Director and Director. There is frequent contact with staff from other state departments and agencies and with the Department's stakeholders.

Consequence of Error: Effective oversight and management of the Department's business services operations are critical to the achievement of the Department's mission and management objectives. Failure to maintain appropriate contract procedures that ensure compliance with law and statewide policy could expose the department to serious legal and financial liability or ultimately jeopardize HCD's ability to make state and federal housing funds available to the state.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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.)

Employee Name: _____ Date: _____

Employee Signature: _____

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.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.