

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-150-4801-002
Classification: Staff Services Manager II (Supervisory)	Tenure/Time Base: Permanent/Full Time
Working Title: Procurement Lifecycle Management and Personnel Operations Section Chief	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: IT Fiscal and Administrative Branch/ Procurement Lifecycle Management and Personnel Operations Section

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 creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under the general direction of the Staff Services Manager III (SSM III), Chief of the IT Fiscal and Administrative Branch (IT FAB), the Staff Services Manager II (SSM II) (Supervisory) has full supervisory responsibility for leading and directing activities for the Procurement Lifecycle

Management and Personnel Operations Section. The SSM II serves as the Section Chief responsible for overseeing a team of professional and technical staff by mentoring, assigning work, evaluating performance of staff, establishing objectives, and providing guidance to the team. The SSM II is responsible for oversight of daily operations for the section and ITSD/Program relating to contracts, procurements, and ITSD's personnel needs. The SSM II ensures work conducted by the Section is in alignment with CDPH standards, policies, and contracting laws and regulations; and provides oversight and recommendations to upper leadership regarding individual organizational program structures and available position resources to address and identify personnel needs.

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% Provides direct supervision to two SSM I's. Responsible for planning, directing, and managing daily operations for the section and ITSD/Program relating to contracts, procurements, and HR requests. Recommends and implements policies, plans, and procedures are in alignment with divisional and executive contracting objectives. Oversees work activities and ensures work conducted by the Contracts and Procurement Unit (CPU) and the Personnel Operations Unit (POU) aligns with CDPH standards, policies, State Contracting Manual (SCM), and applicable contracting laws and regulations. Assigns, reviews, and evaluates the work of all direct reports; facilitates staff meetings; and establishes clear goals for the team. Develops and presents informational updates and operational changes and practices to department staff, senior managers, and executive leadership.
- 30% Works with ITSD senior management and POU Chief to discuss and review ITSD's personnel needs and provides updates, including, but not limited to, the status of recruitment and hiring, and current vacancy rates. Provides oversight and recommendations to upper leadership regarding individual organizational program structures; assists in identifying essential needs; and partners with POU for available resources (vacancies) to address needs. Coordinates with the Financial Operations Unit within IT FAB regarding budget availability (e.g., classification reclasses and ability for future division growth) as needed per requests by senior management. Provides high level direction and guidance to CPU in the review/approval of procurement requests submitted to CPU by upper leadership to ensure action provided to support these requests (i.e. contractual services, purchase orders) complies with state and departmental procurement guidelines and has appropriate related divisional approvals (e.g., Deputy Director/Chief Information Officer, Assistant Deputy Director/Chief Technology Officer, and Chief Technology Innovation Officer). Provides direction to the CPU and POU Chiefs to ensure requests for sensitive information or action items, received from other Department Divisions, including Legal, the California Health and Human Services Agency, Budgets, and Directors Office, pertaining to ITSD's contracts, procurements and/or position information, are resolved

timely and accurately.

25% Participates in the recruitment process by developing and editing duty statements, conducting interviews, and performing hiring activities to conclude with retaining complete hiring packages. Reviews and approves leave requests and timesheets for section staff. Advises employees on personnel programs and policies by providing the most current resources, including Employee Assistance Program, Family Medical Leave Act and Worker’s Compensation. Develops milestones, strategic plans, and goals for each unit. Prepares timely probationary reports, individual development plans and, if warranted, corrective action materials for the unit managers. Follows the constructive intervention guidelines and consults with HRD as needed for HRD related personnel issues/concerns. Ensures through coordination with POU as well as through internal audits, that ITSD hiring managers follow aforementioned HR guidelines set forth by ITSD and HRD and partners with POU to provide guidance and/or address concerns as needed.

Marginal Functions (including percentage of time)

5% Performs other duties as assigned.

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: 4/29/2024