

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date: October 2024
Classification: Staff Services Manager I	Position #:673-820-4800-003
Division/Office: Fiscal Services Division	CBID: S01
Section: Acquisitions Unit, Section B	
Supervisor Name: Adam Zettel	Supervisor Classification: SSM II

I certify that this duty statement accurately describes the essential functions of this position.

Supervisor:	Date:
-------------	-------

I have read this duty statement and agree that it represents my assigned duties.

Employee:	Date:
-----------	-------

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- 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 the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 5

Total number of positions in Section/Branch/Office for which this position is responsible:5

Associate Governmental Program Analyst (AGPA) - 5

FOR LEAD PERSONS 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 Fiscal Services Division (FSD) is to ensure funds are spent per 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 the California Environmental Protection Agency's (CalEPA's) missions. Oversee and assist in developing all acquisitions for goods and services and grant agreements for CARB and CalEPA. Provide training on policies, procedures, laws, and mandates and expert advice to customers and stakeholders regarding contracts, grants, and procurement. Issue hundreds of program-level grants annually to ensure CARB and CalEPA's programs comply with the regulatory statutes that drive grant funding in coordination with budgets and account for all revenues being paid to CARB and CalEPA to ensure both departments are fully funded.

The Acquisitions Units are responsible for completing all CARB acquisitions and grants supporting 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), Invitations 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.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
45% E	Acquisitions and Grants Supervise professional staff in completing CARB and CalEPA acquisitions and grants activities. 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 and CalEPA. Directly performs some of the more complex and sensitive tasks.

DUTY STATEMENT

	<p>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.</p> <p>Ensure the following programs are tracked and efficient: Small Business/Disabled Veterans Business Enterprise (SB/DVBE) program, CAL Card Program, States Buy Recycled Campaign.</p>
45% E	<p>Leadership Activities Provide leadership, direction, guidance, and training to assigned AB Staff. Provide vision and encourage effective customer service focus in 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 delegating work, and monitoring workflow to ensure timeliness of completion. The incumbent is required to contribute to the goals of CARB's Equal Employment Opportunity Program. Complete supervisory personnel paperwork within specified deadlines, including performance appraisals, probation reports, and Individual Development Plans. Provide timely feedback to employees on daily performance issues, resolve problems, and take steps to motivate them. Approve leave requests, coordinate backup coverage when staff is absent, and review and sign timesheets.</p>
10% M	<p>Provide support to the Staff Services Manager I in the Branch and represent the Staff Services Manager II in his/her absence. May perform other duties as assigned within the scope of the classification.</p>