

Proposed

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Information Services Planning and Management Branch Administrative and Management Services	
Position Number 441-505-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I	Working Title Administrative Services Support Manager	

General Description Under the direction of the Chief Planning Officer/CEA A, the incumbent plans, organizes, directs and supervises the work of the staff in the Administrative and Management Services (AMS) in the Planning and Management Branch within the Office of Information Services (OIS). Plans, manages, directs, assigns projects and establishes priorities for the AMS areas. The AMS team is responsible for all of OIS personnel and administrative support services. Oversee all of OIS budget and Human Resources activities to include OIS recruitments and employee benefit overview.	
Supervision Received	Under direction, incumbent reports to the Chief Planning Officer/CEA A, Planning and Management Branch.
Supervision Exercised	Direct reports include three (3) Associate Governmental Program Analysts/Staff Services Analysts.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties E = Essential, M = Marginal	
30% E	<p>Supervision and Unit Administration</p> <ul style="list-style-type: none"> •Responsible for providing guidance on personnel recruitment related matters. •Plan and direct work organized into primary components of Management Services, including non-IT acquisitions, non-IT procurement and purchasing, budgeting, accounting, facilities, Human Resources, and others, as needed. •Evaluate the performance of employees to ensure acceptable job performance; work with each employee to develop required skills to meet and exceed job requirements.

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		<ul style="list-style-type: none">•Assign projects and tasks, monitor and evaluate the performance of unit staff, and review and/or prepare unit training plans.•Handle all unit administrative matters, including but not limited to personnel, budgeting, and review and approve unit non-IT purchasing requests. Employ approved methods to recognize and promote exceptional individual performance and teamwork.
30%	E	<p>Management Services and Administrative Support</p> <ul style="list-style-type: none">•Manage and coordinate core administrative functions of the Office of Information Services (OIS) including non-IT acquisitions, non-IT procurement and purchasing, budgeting, accounting, facilities, Human Resources, and others, as needed.•Develop and recommend policies and procedures to assure the effective and efficient operation of the Division. Initiate changes and adjust internal operations as needed to meet identified changes in Department policies, goals, and objectives.•Manage and perform the administrative and analytical tasks required to develop and monitor the OIS budget.•Responsible for the analysis of OIS budget expenditures and the development of Division reports and projections.•Oversee and track the OIS budget requests/approval process for new and ongoing expenditures. Oversee and track OIS Personnel budgets, projections, reports, and development.•Assist in development of Budget Change Proposals (BCP).•Monitor and track all OIS Personnel position changes associated with BCP and Legislations.•Identify process improvement and develop standards and guidelines for AMS.•Compiling, structuring, and analyzing personnel recruitment Key Performance Indicators (KPI).
20%	E	<p>Contract Management</p> <ul style="list-style-type: none">•Manage and process all non-IT contracts and procurements.•Responsible for tracking the movement of all non-IT related contracts within the department. Monitor and report non-IT contract allocation and expiration.•Liaise with administrative services and other units to ensure timely processing of purchase orders and invoices and recommend incident control/problem management process improvements.•Forecast fiscal impacts for expiring licenses and end of cycle renewals.•Develop statements of work based on the defined project scope and track project budgets that tie to project schedule and work packages.•Receive and review invoices, obtain approvals and process invoice receipts within Fi\$Cal and train staff on these processes.•Develop reports for contract tracking as needed.
15%	E	<p>Customer and Stakeholder Relations Management</p> <ul style="list-style-type: none">•Establish and maintain positive relationships with all HCAI Offices including OIS division managers, HR and other key stakeholders.•Resolve critical issues with customers and stakeholders.•Drive effective communications across the enterprise and promote consistency, transparency, and a unified message that conforms to OIS values.•Establish mutually respected relationships with the key stakeholders.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.

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- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date