



DUTY STATEMENT

Classification: Staff Services Manager I		Position Number: 171-4800-001
Division/Office/Section: AFITS/Administrative Services Branch/Business Services Office/Contracts Unit		
Location: Sacramento	Effective Date: 02-01-2015	
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): S 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

The primary function of the Contracts Unit is to ensure contracts (also called agreements) are executed in a manner that safeguards the interests of CalRecycle and the State of California and complies with applicable State laws, policies and procedures. Under direction of the Business Services Section Manager, the incumbent is directly responsible for supervising the contracting functions for CalRecycle: formulating business management policies, and monitoring adherence to CalRecycle policy, the State Contracts Manual Volume 1, the State Administrative Manual and other guidelines.

ESSENTIAL FUNCTIONS

- 35%** Responsible for the integrity of the Department's Contracts Unit activity which currently represents approximately 200-300 agreements and between eighty and ninety million dollars annually from various fund sources. These agreements include highly visible and sensitive Consulting and Personal Services, complex Architectural and Engineering Services (Request for Qualifications --only found in a total of four State agencies), Request for Proposals (Primary and Secondary), Interagency agreements, Informal Service agreements, Training contracts, Printing orders, Emergency agreements, Letters of Engagement (for Direct Charges), Memos of Understanding, Facility Room Reservation contracts, Propriety Subscriptions, and Departmental Memberships; Communicates information between Management, Contract Managers, Accounting Office, Budget Office, Liaisons, and Business Services; Provides quality review for accuracy and consistency to contracts prior to execution and ensures applicability of pertinent rules and regulations.

- 30%** Provides contract consultation services to CalRecycle staff at all levels including coordination of the complex development stages of contract allocations and scopes of work; Advises management staff on sensitive or complex issues regarding contracts or business service related issues and provides/recommends options as necessary; Collaborates with CalRecycle legal staff, and the Department of General Services Office of Legal Services (DGS/OLS) when necessary; Monitors and tracks all Department Non-IT Contract information and maintains information on the Department's Contract Allocation Plan. Oversees the process for the development of bid packages, and approves solicitation packages prior to release; Conducts contract administrative training through Contract Manager Information Sessions; Engages in continuous Business Process Improvement efforts related to contract development and processing; Verifies Contract Unit desk manual is up-to-date and reflects process, procedures, and Contract Law and Policy. Notifies Bargaining Units of personnel services contracts; Ensures the various monthly, quarterly and annual reports for California Environmental Protection Agency, DGS, and the Legislature are submitted; Responds to various drills, audits, and audit findings; Reviews legislative bill analysis activities, executive orders, DGS bulletins, and governor's orders for impact relating to contract administration; Verifies contract encumbrances are accurate; Reviews the Contract Management System (CMS) for data and reporting options.

- 25%** Supervises the Contracts Unit; Coordinates and directs the day-to-day work activities; Prioritizes the workload; Ensures compliance with civil service laws, rules, and guidelines, control agencies, and employee bargaining agreements; Provides training opportunities for staff development; Evaluates staff performance; Approves staff leave requests and work schedules; Certifies monthly time reports.

MARGINAL FUNCTIONS

- 5%** Works on the Financial Information System for California (Fi\$Cal) project related tasks and requirements on behalf of the Contracts Unit to provide contract information for an effective transition to the new system; Other special projects, such as business process improvement efforts, as required

- 5%** Organizes and maintains hard and electronic files and folders; Keeps Records Retention Schedule current; Updates Contracts Unit SharePoint site; Attends the quarterly State Contracting Advisory Network (SCAN) meetings; Participates in DGS contract training, and other training as necessary.