

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION <b>Staff Services Manager I (Supervisory)</b>		POSITION NUMBER <b>530-001-4800-39x</b>	MCR <b>1</b>	RPA # <b>DSC 13-014</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Delta Stewardship Council / Administration</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> <b>S01</b> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Livia Page</b>	SUPERVISOR'S CLASSIFICATION <b>Staff Services Manager III</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Chief of Administration, the Staff Services Manager I (SSM I) is the working supervisor to plan, organize, and direct the work of a small team (three analysts and one clerical staff) performing work in the areas of accounting, contracting, and business services and purchasing includes performing work in staff absence and the most difficult work. The SSM I must also assist with or coordinate special projects assigned to the Division.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
25%	Accounting Services: Oversees accounts payable which includes: maintaining the invoice control and payment logs; preparing invoices for payment and applying the appropriate laws and rules; monitoring and verifying invoice payments, encumbrances, and liquidations using Calstars reports; tracking and monitoring available bond cash; assisting with external bond reporting; keying actual expenditures into the cross-cut database annually; working with external contracted accounting staff and control agencies to ensure that invoices payments and contract funding strips are processed, recorded and reconciled appropriately; developing invoice procedures and monitoring the process to ensure the prompt and accurate payment of all claims and invoices; working closely with internal purchasing and contracting staff to ensure coding is accurate; and resolving disputes. Oversee the automated travel expense claim process and function as the agency's Travel Administrator, which involves working with the support staff on travel documents, charges, and to ensure that state travel rules are enforced. Assist the Chief of Administration with other accounting work that is performed by the contracted Department of General Services for fiscal services. Stay informed with changes in accounting practices to ensure that the most current laws and rules are applied, as well as prepare or amend internal policies/procedures as required.			
25%	Contract Services: Responsible for all facets of the state and federal contracting processes to include the review and approval of various types of agreements and solicitation documents to ensure compliance with the State Contracting Manual or other applicable rules; advise management on the various contract methods available and the most appropriate/expeditious approach; develop strategies and methodologies			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Livia Page</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	<p>for resolution of complex contracting issues such as the execution of an expedite A&amp;E agreement; ensure contract files are maintained for access to vital information after execution and closeout as well as audit purposes; ensure agreements are closed out and purged on schedule; provide broad consultative and analytical services to staff and management relating to contracting and purchasing services to obtain various services or goods in a timely matter; function as the procurement and contract expert and advocate for Small Businesses and Disabled Veteran Businesses Enterprise; maintain contract log to ensure that agreements are tracked and monitored to update management; prepare a separate contract listing that becomes an action item at the Council meetings on a quarterly basis. Stay informed with changes in state's contracting and procurement rules then communicate changes to appropriate staff to ensure appropriate updates to boilerplate contract language, forms, policies, procedures, and/or process improvements.</p> <p><b>Business Services and Purchasing:</b> Oversee staff involved in the following roles and responsibilities: facility coordinator (includes space planning, and building security access and safety); records management and retention schedule; policy research; forms coordinator; recycle program; commuter program; Calcard program; American Express Meeting Planner program; coordinate and post the division's intranet information; state purchasing program and eprocurement; consultation meetings, and external reporting; resources library coordinator; office equipment and supply coordinator; mail room; receptionist; and assist staff with typing, copying, deliveries, and other assistance, i.e., training coordinator, attendance clerk.</p>			
15%	<p><b>Special Projects:</b> Assist the Chief of Administration with the implementation of the Financial Information System for California (FI\$CAL) project, which involves the integration of a statewide financial system among the various control agencies and departments; Financial Integrity and State Manager's Accountability (FISMA), which is a mandated biennial reporting to ensure that management conducts and reports on the adequacy of internal controls; external procurement and contract reporting such as the Contract Activity Report, Delegated Purchasing Authority; and other administrative services reporting, i.e., IT Risk Assessment and Disaster Recovery plans. Assist with providing administrative services to another agency (Sacramento-San Joaquin Delta Conservancy) when needed.</p>			
10%	<p><b>Other Duties, but not limited to:</b> Select, train, and hire new personnel, prepare performance reports and annual individual development plans, take progressive disciplinary action when appropriate; plan and assign work, set priorities, and monitor work. Maintain cooperative working relationships both internally and externally. Research various complex issues and present the issue with sound conclusions and recommendations. Ensure staff desk procedures are current and accurate. Ensure that subordinate employees are committed to excellent customer services and continuous improvements; develop and implement a work plan system for planning purposes and to inform customers and management on status of work issues. Meet weekly with staff then meet with Chief of Administration to discuss significant work issues and deadlines.</p>			

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	<p><b>Desirable Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ability to exercise a high degree of initiative, tact, flexibility and confidentiality.</li> <li>• Ability to get along with a diverse staff and foster a positive team environment.</li> <li>• Ability to multi-task and work under pressure</li> <li>• Strong work ethics and habits.</li> <li>• Strong written and oral communication skills.</li> <li>• Familiarity with FI\$CAL project and FISMA reporting</li> <li>• Must be reliable and dependable.</li> <li>• Knowledge and experience with the State Contracting and Procurement Programs.</li> <li>• Knowledge and experience with conflict resolution techniques and change management.</li> <li>• Knowledge and experience with State Accounting Principles and Practices, includes Calstars and Statewide Travel Program.</li> </ul> <p><b>Working Conditions</b></p> <ul style="list-style-type: none"> <li>• Work in a high-rise building in downtown Sacramento</li> <li>• Work in office, Monday-Friday, 8:00 a.m. to 5:00 p.m.</li> </ul> <p><b>PERSONAL CONTACTS:</b>                  DSC staff and executive management; control agency staff at various levels; staff at various levels from other entities including federal, state, local government agencies and non-profit organizations; contractors, prospective contractors, and the public.</p> <p><b>SUPERVISION RECEIVED:</b>                  Reports to the Chief of Administration</p> <p><b>SUPERVISION EXERCISED:</b>                  Has direct supervision of three professional staff and one clerical staff.</p> <p><b>SPECIAL REQUIREMENTS:</b>                  Position is subject to financial disclosure under the Department of Forestry's Conflict of Interest Code.</p>		