POSITION: STAFF SERVICES MANAGER I

DIVISION: ADMINISTRATION / INFORMATION TECHNOLOGY DIVISION

SALARY: $6,760 - $8,398

FINAL FILING DATE: JUNE 22, 2024

DUTIES AND RESPONSIBILITIES

Supervise staff responsible for procurement tasks to acquire goods and services to enhance the operational efficiency of the Commission. Monitor purchase agreements and contracts in accordance with the acquisition methods outlined in SCM Volumes I-III and FISCAl. Independently perform complex analysis and provide consultative service in regards to appropriate procurement methods, conduct bids, and award purchases while adhering to the guidelines set forth in the State Contracting Manual(s), as well as all other government code sections, public contract code sections, regulations, and policies governing procurement activities. Monitor the implementation of SB/DVBE policy and ensure compliance with state requirements. Prepare the procurement-based reports for submission to DGS and other governmental entities as requested. Maintain all procurement files and purchase order/contract logs.

Supervise staff responsible for the department’s daily accounting activities. Monitor the expenditure tracking using an Excel spreadsheet. Act as “Super User” for FISCAl, maintain the updated knowledge and provide training to the staff. Develop the procedures for FPPC FISCAl users in regard to accounting, procurement, and asset management. Establishes appropriate procedures for all FPPC fiscal-related activities. Maintain liaison with Contracted Fiscal Services (CFS) and FISCAl. Maintain current knowledge and understanding and keep up with the latest changes in fiscal policies and procedures.

Supervise facilities management and Business Services to ensure compliance with all state requirements and regulations. Direct and provide technical guidance and instruction to the Business Services for the Commission staff. Update FPPC Travel Guidelines by maintaining knowledge of all updates and changes to the program. Advise employees and supervisors on rules, regulations, and policies relating to travel, Calaters, and other business service-related questions. Act as a Small Business/DVBE Advocate and serve as the back-up for other Administration Division positions as needed. Other duties as required to meet the needs of the Administration Division and the FPPC.

SPECIAL REQUIREMENT: This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission’s current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification.

Who May Apply: Individuals who have eligibility for appointment to the above class (e.g., transfer, list, reinstatement).

How to Apply: Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=436724 or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission
Personnel Office
1102 Q Street, Suite 3050
Sacramento, CA 95811

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.