

Duty Statement
Deputy Secretary General Services
Government Operations Agency

The Government Operations Agency (GovOps) Deputy Secretary General Services is responsible for a key oversight role in creating, evaluating and administering business practices and processes for state departments and agencies. The position is responsible for developing and administering the Governor's and Agency Secretary's directives in regards to State operations involving procurement, contracts, real estate, fleet, construction, facility management, asset management, sustainability and other key operational initiatives that make conducting business with and within state government more effective while also being environmentally friendly.

Specific Duties:

- **State Procurement Initiatives, Policies, and Processes – 30 percent:** Serve as the state's expert in procurement policies and practices. Monitor activities involved in the purchase or procurement of services, supplies, materials, IT goods and systems and implement recommendations to improve and streamline existing processes. Monitor and evaluate emerging industry trends in the area of procurement and make recommendations for incorporating new innovative processes into the state's existing procurement systems. Assist in the development and implementation of policies and procedures necessary for coordinated and consistent operation and application of State purchasing. Work as needed with the Department of Technology and Department of General Services on IT procurement and PCC 6611 Authority efforts.
- **State Business Operation Initiatives, Policies and Processes – 30 percent:** Serve as the state's expert in public policy issues related to all aspects of the state's general business operations. Develop and implement policies and programs relative to state-owned real estate programs, asset management, design and construction services and property management. Monitor, evaluate and provide guidance on activities related to the real estate programs in the areas of customer service, real estate asset management, project management, design and construction services and property management to meet the facility needs of state departments and agencies throughout California.
- **Sustainability Initiatives and Policies – 30 percent:** Lead sustainability policy development efforts for state agencies in consultation with the Governor's Office, the Office of Planning and Research, and Department of General Services to create Sustainability goals that

protect California's climate and natural resources and promote efficient resource management, while reducing pollution, waste and their associated costs in state facilities and programs. Analyze, summarize and prepare written reports, including making policy recommendations, on sustainability issues within asset management of state-owned buildings, state-owned vehicles, and procurement policies and provide comments and recommendations on legislative proposals impacting the implementation of the state's sustainability goals.

- **Working within GovOps – 10 Percent:** Provide expertise to support Agency Initiatives and programs. Represent the Agency and/or Administration in meetings with legislators and staff, State Controller's Office, Department of Finance, other state departments and interested stakeholders concerning all areas of the State's general business practices. Provide liaison and coordination with key stakeholders to obtain input and identify concerns for consideration by the Agency and Administration.

Reporting Relationships:

The Deputy Secretary General Services reports to the GovOps Undersecretary and Secretary.

Significant interaction with:

The Governor's Office, the Legislature and their staff, Department of General Services, other Department Executives and Cabinet-level agencies, and stakeholders with interests in statewide procurement, real estate leasing, construction, facility management, asset management, and sustainability.