

**JOB ACTION SHEET
PROCUREMENT UNIT LEADER**

Position title: Procurement Unit Leader

Job classification code required: 1823, 1652

Job qualifications: Experience with DPH and CCSF Finance Protocols, authority to approve purchase orders, experience using ADPICS system

Branch: Finance Section

Unit: Procurement Unit

Work location: 101 Grove

You report to: Finance Section Chief: _____

Staffer name: _____

Personal emergency contact info: _____

Mission

Provide supervision for procurement staff and ensure that all supplies are procured through the appropriate channels during an incident.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Finance Section Chief
- Review the Finance Section of the IDER plan

- Determine tasks/activities needed to be completed by the Procurement Unit
- Greet and assign duties to direct reports as they arrive: Procurement Unit Staff.
- Brief direct reports to establish chain of command:
 - o Ensure all personnel are equipped for duty
 - o Distribute job action sheets and documents to review
- Determine operation hours and staff coverage needed
- Receive briefing from Finance Section Chief
- Review Incident Action Plan (IAP)
- Establish time schedule for briefings with Procurement Unit staff and conduct briefings
- Maintain unit log

- Review and approve all purchase requisitions using the appropriate channels (blanket or one-time purchase order, term contracts)
- Brief Finance Section Chief and DOC regarding status of purchase orders
- Consult with DPH Finance Section regarding the most appropriate procurement channels, if necessary
- Update Logistics Section Supply Unit regarding purchase order status
- Provide Purchase Order Summary Reports for all procured supplies to the Cost Unit Leader for cost tracking purposes
- Maintain vendor relations and troubleshoot vendor contracts
- Oversee staff access to the ADPICS system
- Ensure that the correct index and character codes are being used by Procurement Unit staff (refer to IDER plan appendices)

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports

Conclusion of Work Shift Actions

- Complete all required forms (eg. Job Action Log), reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.

- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Finance Section
- DPH Finance Section documents
- CCSF Finance Office of Contract Administration documents
- Incident Action Plan
- Previous days Incident Action Plans for Finance Section

D R A F T

