

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY California Arts Council	POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-5393-802
UNIT NAME AND CITY LOCATED Administration – Sacramento	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO California Arts Council
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Operations Manager, the incumbent performs the more responsible, varied, and complex technical analytical staff services assignments, preparing various contracts and serving as the procurement administrator.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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All work to be accomplished in accordance with guidelines of the California Arts Council (CAC), the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, Department of Finance (DOF), State Controller's Office (SCO), utilizing a personal computer, related software applications, verbal and written communications and various office and communication equipment.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Craig Watson	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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Agency Mission/Goals:

The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.

Position Description: The AGPA has primary responsibility for the agency functions associated with more responsible, varied, and complex technical analytical staff services assignments, preparing various contracts and serving as the procurement administrator.

35%

In order to serve as the Contract and Procurement Administrator for the agency, the incumbent:

- Develops and prepares more complex contract requests for approval by utilizing the DGS Procurement System and ensures these are in compliance with contracting laws, regulations, Public Contract Code and the State Contracting Manual.
- Creates purchase orders in Fi\$Cal in order to encumber funds and allow payment of contract.
- Gathers and analyzes data such as cost, availability, and performs cost-benefit analysis to make informed and effective procurement recommendations to management and staff.
- Analyzes more complex changes in state laws, rules, and regulations pertaining to procurement and consults with management on how changes will impact agency's contracting and purchasing programs.
- Develops more complex Request For Proposal (RFP) and Invitation for Bids (IFB) by researching desired goods and/or services in conjunction with the needs of the agency.
- Independently develops more complex work scope, rate/payment schedules, project plans, and ensures that justifications and specifications are clear, concise, and meet the agency's needs.
- Assigns accounting codes for the encumbrance of contract amounts and ensures they are properly assigned against the agency's budget.
- Negotiates and coordinates with vendors regarding products and facilitates adjustments and/or returns on wrong, damaged, or substandard items.
- Responsible for the placement of more complex proposals and bid advertisements in the California Contracts Register and e-procurement.

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20%	<ul style="list-style-type: none"> • Independently executes all annual service contracts and implements new cost effective maintenance agreements. <p>In order to serve as the agency's Small Business (SB)/Micro Business and Disabled Veterans' Business Enterprise Advocate (DVBE), the incumbent:</p> <ul style="list-style-type: none"> • Develops policies and procedures to ensure the development of SB/MB and DVBE programs' complies with statues, regulations, and agency policies. • Makes recommendations to management regarding more complex SB/MB/DVBE business improvements with the intent to increase participation of SB/DVBE businesses with the agency, including but not limited to conducting outreach and locating SB/DVBE vendors. • Independently analyzes and assesses required state programs and creates a plan for implementation, compliance, and reporting on the following programs: Small Business/Micro Business and DVBE programs; Delegated Purchase Authority; California Records and Information Management (CalRIM); Records Management; Records Retention; Business Use Forms; Statement Records Center; Surplus; Archives; State Agency Buy Recycled Campaign (SABRC).
20%	<p>In order to determine, secure, and thoroughly document and file all aspects of the contacts and/or purchases related to the daily operations of the agency, the incumbent:</p> <ul style="list-style-type: none"> • Develops and processes the most complex purchase documents using Fi\$Cal System. • Reviews and finalizes No Competitive Bid justification forms. • Prepares the most complex reports to state control agencies. • Creates the agency's Cal-Cards accounts and prepares Cal-Card purchases. • Maintains the agency's equipment inventory list. • Reconciles more complex invoices and purchase orders.
10%	<p>In order to complete local assistance contracts, the incumbent:</p> <ul style="list-style-type: none"> • Prepares and develops the more complex local assistance contract agreement forms and attachments, ensuring compliance with all contracting laws, regulations and State Contracting Manuals of the state, as they pertain to local assistance contracts. • Creates corresponding Purchase Order in Fi\$Cal in order for local assistance contract payments to be made. • Reviews local assistance contract budgets and ensure that all returned local assistance contracts are complete, follows up for additional information and/or for local assistance contract forms that have not been returned by the due date. • Consults directly with program staff concerning the revision of contract language as needed and advises program staff of local assistance contract status and issues that may arise during the course of the local assistance contract period. • Independently coordinates the reproduction, assembly and mailing of the

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10%	<p>local assistance contract form packets.</p> <ul style="list-style-type: none"> Responsible for the "Forms" page on the agency website, ensuring forms are up-to-date and accurate. Assigns local assistance contract numbers and maintains the status log. <p>Acts as liaison between the agency and the Department of General Services' (DGS) Legal Office and the Office of Procurement for the approval of all contracts and other related issues. Consults with and seeks advice from DGS legal staff and other DGS staff as needed. Serves as a Forms Management Coordinator with CAC management and staff to refine, clarify, and simplify public use and office forms. Provides annual reports to the Office of Information Services as it relates to public use forms.</p>
5%	<p>Marginal functions such as, CAC Parking Facilitator Reports Coordinator - Prepare reports and responses to control agencies for the following reports: Non-Competitively Bid; Small Business/DVBE Participation; Purchasing Authority Approval o Records Management Fee Assessment; CalRecycle; Transaction Reporting to DGS; Buy Recycled Campaign (SABRC); State Vehicle Use; State Vehicle Mileage Record; Business Use Forms Inventory; Records Management Program.</p> <p>Knowledge and Abilities</p> <p>Knowledge of: Principles, practices, and trends of public administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process, the administration and department's goals and policies; governmental functions and organization at the State and local level.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> Experience developing legislative strategies and tactics preferably in the arts, government, nonprofit, or related fields. Ability to conduct impactful research, lead development, and prepare implementation plan elements as needed. Experience working with State agencies and/or related public/private entities. Knowledge of tools and techniques associated with strategic sourcing. Proficiency with a personal computer and MS Word, Excel, Outlook and the Internet. Ability to write comprehensively and effectively, demonstrating ability to communicate with all levels of management, peers, and external customers. Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. <p>Special Personal Characteristics</p>

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	<ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact <p>Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to lead and participate in teams. • Ability to provide objective overview of situations. • Willingness to accept challenges, handle multiple projects simultaneously. • Ability to effectively handle stress and deadlines. • Use diplomacy and be resourceful. <p>Work, Environment, Physical and Mental Abilities</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers, and general office and communication equipment. • Occasional use of cell phone, pagers and laptop computers. • Frequent use of a personal computer, related software applications and the Internet at a workstation. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manual, solicitation documents, etc.