

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**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-

**13 CAC**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Arts Council	POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-5393-802
2. UNIT NAME AND CITY LOCATED Administration, Sacramento	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING DAYS AND WORKING HOURS Monday through Friday 8AM to 5PM	5. SPECIFIC LOCATION ASSIGNED TO 1300 I Street, Suite 930, Sacramento, CA 95814
6. PROPOSED INCUMBENT (If known)	7. 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.

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

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

9. % of time performing duties      10. 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. (Use additional sheet if necessary)

35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to serve as the Contract and Procurement Administrator for the agency, the incumbent:</p> <ul style="list-style-type: none"> <li>• Develops and prepares the more complex contract requests for approval, (Interagency agreements, standard agreements, Master Service Agreements, California Multiple Award Schedules, Leveraged Procurement Agreements, and Non-Competitive Bids, as needed) by utilizing the DGS Procurement System ensuring these are in compliance with contracting laws, regulations, Public Contract Code and the State Contracting Manual. Creates Purchase Order in Fi\$Cal in order to encumber funds to allow payment of contract.</li> <li>• Gathers and analyzes data such as cost, availability, and cost-benefit analysis to make informed and effective procurement recommendations to management and staff regarding the more complex purchasing or contracting activity.</li> <li>• Analyzes the more complex changes in state laws, rules, and regulations pertaining to procurement, and consult with management on how changes will impact agency's contracting and purchasing programs.</li> <li>• Develops and prepares the more complex Request For Proposal (RFP), Invitation for Bid (IFB) through research of desired goods and/or services in conjunction with the needs of the department. Independently develops the more complex scope of work, rate/payment schedules, project plans, ensuring that the justifications and specifications clear and concise and meet the departments needs.</li> <li>• Conducts the competitive bidding process for appropriate goods and/or services, and creates Purchase Order in Fi\$Cal, distributes Purchase Order to appropriate vendor via email, fax or mail.</li> <li>• Develops and writes renewals for operating expense and equipment contracts and amendments to ensure a lapse in service does not occur, ensuring compliance with all contracting laws, regulations, Public Contract Code and State Contracting Manual.</li> </ul>
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**11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**12. 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.

- Assigns accounting codes for the encumbrance of contract amounts and ensures they are properly assigned, by verifying budgeting information.
- Negotiates and coordinates with vendors regarding products and arrange for adjustments and/or returns on wrong, damaged, or substandard items.
- Analyzes the more complex contracting options, secures bids, and advises staff on RFPs, bid evaluations, award procedures, and contracting regulations.
- Independently place the more complex proposals and bid request advertisements in the California Contracts Register and e-procurement.
- Collaborates with staff in the writing of proposals and interpretation of procedures.
- Independently execute all annual service contracts and implement new cost effective maintenance agreements.
- Leads in the creation of written office procedure manuals.

20%

In order to serve as the agency's Small Business (SB)/Micro Business and Disabled Veterans' Business Enterprise Advocate(DVBE), the incumbent:

- Develops procedures and policies to strengthen this program to ensure conformance with the statutes, regulations and CAC policies associated with SB/MB and DVBE.
- Makes recommendations to management for the more complex SB/MB/DVBE business improvements and increased participation of SB/DVBE business in CAC contracting and procurement conducting outreach, and locating SB/DVBE vendors.
- Analyze applicable SB/MB/DVBE policies, procedures, regulations and laws to ensure compliance.
- Independently assess required administrative 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
  - State Records Center
  - Surplus
  - Archives
  - State Agency Buy Recycled Campaign (SABRC)

20%

In order to determine, secure and thoroughly document in file all aspects of the contracts and/or purchases related to the daily operations of the CAC, the incumbent:

- Develops and processes the most complex purchase documents using the Fi\$Cal System.
- Independently administers all phases of the procurement process for adherence to governing codes, regulations and procedures.
- Performs cost benefit analyses of business equipment purchases and executes purchases.
- Consults and advises contractor on the most complex contractual issues and procedures and the follow up of additional information needed to complete the approval of the contract
- Issues contract amendments for time extensions, dollar augmentations, budget revisions and the approval process for those changes.
- Reviews and finalizes NCB justification forms
- Prepares the most complex reports to state control agencies.
- Prepares Cal-Card purchases and the CAC Cal-Card accounts.
- Maintains the CAC equipment inventory list.
- Reconciles the most complex invoices and purchase orders.

10%	<p>In order to serve as the Grant Administrator for all of the CAC grant programs, the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares and develops the more complex grant agreement forms and attachments, ensuring compliance with all contracting laws, regulations and State Contracting Manuals of the state, as they pertain to grants.</li> <li>• Creates corresponding Purchase Order in Fi\$Cal in order for grant payments to be made.</li> <li>• Reviews grant budgets and ensure that all returned grants are complete, follows up for additional information and/or for grant forms that have not been returned by the due date.</li> <li>• Consults directly with program staff concerning the revision of contract language as needed and advises program staff of grant status and issues that may arise during the course of the grant period.</li> <li>• Independently coordinates the reproduction, assembly and mailing of the grant form packets</li> <li>• Oversees the forms page on the CAC website</li> <li>• Assigns grant numbers and maintains the grant status log</li> </ul>
10%	<p>Acts as liaison between the CAC and General Services, Legal Office and the Office of Procurement for approval of all contracts and other issues. Consult with and seek advice from DGS legal staff and other DGS staff as needed.</p> <p>Forms Management Coordinator: Work with CAC management and staff to refine, clarify, and simplify, public use and office forms. Provide annual reports to the Office of Information Services related to public use forms.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>CAC Parking Facilitator</p> <p>Reports Coordinator - Prepares reports and responses to control agencies for the following reports:</p> <ul style="list-style-type: none"> <li>○ Non-Competitively Bid</li> <li>○ Small Business/DVBE Participation</li> <li>○ Purchasing Authority Approval</li> <li>○ Records Management Fee Assessment</li> <li>○ CalRecycle</li> <li>○ Transaction Reporting to DGS</li> <li>○ Buy Recycled Campaign (SABRC)</li> <li>○ State Vehicle Use</li> <li>○ State Vehicle Mileage Record</li> <li>○ Business Use Forms Inventory</li> <li>○ Records Management Program</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><u>Knowledge of:</u> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><u>Ability to:</u> 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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Good written and oral communication, organizational skills, good work habits and attendance, dependability, customer service skills, ability to follow direction and working well with others in a</li> </ul>

team environment..

- Experience with or a general understanding of Fi\$cal.
- Ability to work in a fast paced environment with ever changing priorities.
- Effective time management skills and the ability to manage multiple tasks.
- Strong interpersonal skills and the ability to work independently and as part of a team.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Fluency in spoken and written English
- Collegial and professional; environment will be standard office configuration, executive offices and cubicles.

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1. DGS OFFICE OR CLIENT AGENCY California Arts Council	POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-5157-802
2. UNIT NAME AND CITY LOCATED Administration, Sacramento	3. CLASS TITLE Staff Service Analyst
4. WORKING DAYS AND WORKING HOURS Monday through Friday 8AM to 5PM	5. SPECIFIC LOCATION ASSIGNED TO 1300 I Street, Suite 930, Sacramento, CA 95814
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**8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Deputy Director, the incumbent performs **work of average difficulty in a wide** variety of consultative and analytical staff services assignments, preparing various contracts and serving as the procurement administrator.

9. % of time performing duties      10. 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. (Use additional sheet if necessary)

35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to provide assistance in the Contract and Procurement Unit for the agency, the incumbent:</p> <ul style="list-style-type: none"> <li>• Develops and prepares the less complex contract requests for approval, (Interagency agreements, standard agreements, Master Service Agreements, California Multiple Award Schedules, Leveraged Procurement Agreements, and Non-Competitive Bids, as needed) by utilizing the DGS Procurement System ensuring compliance with contracting laws, regulations, Public Contract Code and the State Contracting Manual. Prepares Purchase Order in Fi\$Cal in order to encumber funds to allow payment of contract.</li> <li>• Gathers and analyzes data such as cost, availability, and cost-benefit analysis to make informed and effective procurement recommendations to management and staff regarding the less complex purchasing or contracting activity.</li> <li>• Analyzes the less complex changes in state laws, rules, and regulations pertaining to procurement, and consult with management on how changes will impact agency's contracting and purchasing programs.</li> <li>• Provides assistance to develop and prepare Request For Proposal (RFP), Invitation for Bid (IFB) through research of desired goods and/or services in conjunction with the needs of the department. Creates scope of work, rate/payment schedules, project plans, ensuring that the justifications and specifications clear and concise and meet the departments needs.</li> <li>• Assists with the competitive bidding process for appropriate goods and/or services, and prepares Purchase Order in Fi\$Cal, distributes Purchase Order to appropriate vendor via email, fax or mail.</li> <li>• Assists and aids in the process to develop and create renewals for operating expense and equipment contracts and amendments to ensure a lapse in service does not occur, ensuring compliance with all contracting laws, regulations, Public Contract Code and State Contracting Manual.</li> </ul>
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20%	<ul style="list-style-type: none"> <li>• Assigns accounting codes for the encumbrance of contract amounts and ensures they are properly assigned, by verifying budgeting information.</li> <li>• Makes recommendations to vendors regarding products and arranges for adjustments and/or returns on wrong, damaged, or substandard items.</li> <li>• Analyzes the less complex contracting options, secures bids and advises staff on RFPs, bid evaluations, award procedures, and contracting regulations.</li> <li>• Places the less complex proposals and bid request advertisements in the California Contracts Register and e-procurement.</li> <li>• Participates in writing of proposals and interpretation of procedures.</li> <li>• Works on the less complex annual service contracts and prepares new cost effective maintenance agreements.</li> <li>• Assist in the creation of written office procedure manuals.</li> </ul> <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"> <li>• Assists in the process to develop procedures and policies to strengthen this program to ensure conformance with the statutes, regulations and CAC policies associated with SB/MB and DVBE.</li> <li>• Makes recommendations to management for the less complex SB/MB/DVBE business improvements and increased participation of SB/DVBE business in CAC contracting and procurement conducting outreach, and locating SB/DVBE vendors.</li> <li>• Analyzes applicable SB/MB/DVBE policies, procedures, regulations and laws to ensure compliance.</li> <li>• Aids in the assessment of required administrative programs and creates a plan for implementation, compliance and reporting on the following programs: <ul style="list-style-type: none"> <li>-Small Business/Micro Business and DVBE Programs</li> <li>-Delegated Purchase Authority</li> <li>-California Records and Information Management (CalRim)</li> <li>-Records Management</li> <li>-Records Retention</li> <li>-Business Use Forms</li> <li>-State Records Center</li> <li>-Surplus</li> <li>-Archives</li> <li>-State Agency Buy Recycled Campaign (SABRC)</li> </ul> </li> </ul>
20%	<p>In order to determine, secure and thoroughly document in file all aspects of the contracts and/or purchases related to the daily operations of the CAC, the incumbent:</p> <ul style="list-style-type: none"> <li>• Prepares and processes the less complex purchase documents using the Fi\$Cal System.</li> <li>• Assists in the administration of all phases of the procurement process for adherence to governing codes, regulations and procedures.</li> <li>• Performs cost benefit analyses of business equipment purchases and executes purchases.</li> <li>• Makes recommendations to contractor on the less complex contractual issues and procedures and the follow up of additional information needed to complete the approval of the contract</li> <li>• Issues contract amendments for time extensions, dollar augmentations, budget revisions and the approval process for those changes.</li> <li>• Reviews NCB justification forms.</li> <li>• Prepares the less complex reports to state control agencies.</li> <li>• Assists with Cal-Card purchases and the CAC Cal-Card accounts.</li> <li>• Maintains the CAC equipment inventory list.</li> <li>• Reconciles the less complex invoices and purchase orders.</li> </ul>

10%

In order to serve as the Grant Administrator Assistant for all of the CAC grant programs, the incumbent:

- Prepares the less complex grant agreement forms and attachments, ensuring compliance with all contracting laws, regulations and State Contracting Manuals of the state, as they pertain to grants.
- Reviews grant budgets and ensure that all returned grants are complete, follows up for additional information and/or for grant forms that have not been returned by the due date.
- Consults directly with program staff concerning the revision of contract language as needed and recommends to program staff of grant status and issues that may arise during the course of the grant period.
- Participates in coordination of the reproduction, assembly and mailing of the grant form packets
- Assists with overseeing the forms page on the CAC website
- Assigns grant numbers and maintains the grant status log

10%

Acts as liaison between the CAC and General Services, Legal Office and the Office of Procurement for approval of all contracts and other issues. Consult with and seek advice from DGS legal staff and other DGS staff as needed.

Forms Management Coordinator: Work with CAC management and staff to refine, clarify, and simplify, public use and office forms. Provide annual reports to the Office of Information Services related to public use forms.

5%

**MARGINAL FUNCTIONS**

CAC Parking Facilitator

Reports Coordinator - Prepares reports and responses to control agencies for the following reports:

- Non-Competitively Bid
- Small Business/DVBE Participation
- Purchasing Authority Approval
- 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

**KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**DESIRABLE QUALIFICATIONS**

- Good written and oral communication, organizational skills, good work habits and attendance,

dependability, customer service skills, ability to follow direction and working well with others in a team environment..

- Experience with or a general understanding of Fi\$cal.
- Ability to work in a fast paced environment with ever changing priorities.
- Effective time management skills and the ability to manage multiple tasks.
- Strong interpersonal skills and the ability to work independently and as part of a team.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Fluency in spoken and written English
- Collegial and professional; environment will be standard office configuration, executive offices and cubicles.

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