

**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- FY 15/16  
**015-CCFC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> First 5 California (aka California Children and Families Commission)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-5393-900
<b>UNIT NAME AND CITY LOCATED</b> Contracts and Procurement - Sacramento	<b>CLASS TITLE</b> Associate Governmental Program Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 2389 Gateway Oaks Drive, Sacramento, CA 95833
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-5393-900

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 direction of the Director (SSMII) of Contracts and Procurement Office (CPO), this position will perform the more difficult and complex technical and analytical work related to the contracts process. The analyst coordinates all phases of procurement using all methods as applicable by law from the beginning of the solicitation process through contract award.

<b>% of time performing duties</b>	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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35%	<p>The incumbent will perform all duties in accordance with State laws, policies, and procedures in accordance with the California Children and Families Act of 1998; California Government Code (GC); Public Contract Code (PCC); California Code of Regulations (CCR); the California State Contracting Manual Volumes 1, 2, and 3; the State Administrative Manual (SAM) (multiple sections); the Department of Technology Standards; the various administrative orders including Governor's Executive Orders (EO), Budget Letters (BL), Management Memos (MM), Department of General Services (DGS) Administrative Orders (AO); the First 5 California's Procurement Policy &amp; Procedure Manual (PPPM); and updates to the above policies and procedures to ensure compliance with government regulations and rules.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to analyze and act upon requests for goods and services at higher dollar thresholds from the California Children and Families Commission, Executive Director, and First 5 California (F5CA) management and staff, in accordance with the policies, procedures, statutes, regulations, standards, and administrative orders listed above, utilizing Microsoft Office 2010, this position will:</p> <ul style="list-style-type: none"> <li>Analyze each request to confirm it is fully justified, thoroughly documented, and the expenditure is within the current spending authority</li> <li>Prepare complex bid solicitations, developing specific technical write-ups for Invitations for Bid, Request for Offer, Requests for Proposal; administer the bid process; and evaluate bids</li> <li>Develop, negotiate, and coordinate preparation of specific contract language, including development of standardized contract templates</li> <li>Independently prepare contract solicitation and addenda documents</li> <li>Prepare and monitor documentation for local area agreements</li> <li>Review awarded contracts by analyzing submittals to ensure contractors are in compliance with the conditions of the contract terms</li> <li>Recommend the award of contracts to successful bidders in compliance with bid specifications</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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35%	<ul style="list-style-type: none"> <li>• Prepare amendments to existing contracts; initiate action to renew or cancel contracts, as necessary</li> <li>• Establish and maintain thorough and organized prescribed documentation for each assigned contract</li> <li>• Validate data base information to verify accuracy</li> <li>• Archive contract and purchase order files upon completion date</li> </ul> <p>In order to perform liaison functions between F5CA program staff and control agencies (e.g., DGS) on contract related issues and in accordance with all policies, procedures, statutes, regulations, standards, and administrative orders listed above, this position will:</p> <ul style="list-style-type: none"> <li>• Develop solutions and make recommendations to address unique contracting situations involving colleges and universities, county health departments, county commissions, etc.</li> <li>• Coordinates the efforts of staff in defining needs and developing effective statements of work and justifications</li> <li>• Provide technical expertise on the various contract options, including, but not limited to interagency agreements, personal service contracts, non-competitively bid justifications, multi-year contracts, and subvention contracts</li> <li>• Conduct research to identify potential contractors</li> <li>• Advocate F5CA's position when problems and contractor disputes arise; analyze contract to verify the dispute facts; make recommendations for dispute resolution</li> <li>• Review and analyze DGS AO, EO, and MM as they relate to contracting and procurement</li> <li>• Assist in the development of procedural guidelines used by staff requiring services and within the CPO</li> <li>• Prepare correspondence using F5CA's Style Guide and reports, and Excel budgets using formulas and functions</li> <li>• Attend meetings and participate in the activities of contract related peer groups</li> <li>• Applies and interprets policies, procedures, and new legislation affecting contracts and procurement to ensure compliance with all laws, rules, and regulations</li> <li>• Promote and advocate the use of Small Business/Disabled Veterans Business Enterprise (SB/DVBE) programs in contracts. Function as F5CA's SB/DVBE Advocate</li> <li>• Post, monitor, and maintain solicitations on Bidsync and respond to bidders' questions</li> <li>• Annually update the First 5 California Procurement, Policy, and Procedure Manual (PPPM)</li> <li>• Update the Procurement, Agreement, and Invoice Database (PAID) as necessary</li> <li>• Train F5CA users on how to access Bidsync, research suppliers, post and maintain solicitations, and register contracts/amendments, as necessary, depending upon level of access</li> <li>• Input contracts and amendments into the F5CA PAID system</li> </ul>
15%	<p>In order to ensure contract funding is available and that contract terms are still adequate to meet deliverables, this position will:</p> <ul style="list-style-type: none"> <li>• Periodically review active contracts through the consultation of fiscal staff and program contract managers about project expenditures</li> <li>• Prepare periodic reports, by contract, which give data on encumbrance, expenditures, and deliverables for the Contracts and Procurement Director, Information Technology Administrator, Administrative Services Director, and contract managers that identify potential contract budget savings and shortfalls</li> <li>• Under the supervision of the Contracts and Procurement Director, take appropriate action when a contract's funding or term is determined to be inadequate, in accordance with all policies and procedures</li> </ul>

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15%	<p>In order to maintain current knowledge pertaining to complex contracts and develop a thorough knowledge and understanding of the requirements on all types of purchases, this position will:</p> <ul style="list-style-type: none"> <li>• Be required to maintain knowledge of the Public Contract Code, California Code of Regulations, Government Code, California Health and Safety Code, Military and Veterans Code, and other applicable codes</li> <li>• Attend periodic training classes offered by the DGS, Office of Legal Services and Procurement Division, including outside resources to broaden knowledge and expertise on job-related duties</li> <li>• Research information on the Internet for updates from the DGS Website and/or other sites related to the needs of F5CA</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization.</p> <p><i>Ability to:</i> 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; develop and evaluate alternatives; 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; and coordinate the work of others.</p> <p><b>DESIRABLE QULAIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of federal, state, and other control agency procurement laws, regulations, policies, procedure, practices, F5CA Procurement Policy &amp; Procedure Manual, and delegations requirements</li> <li>• Knowledge of state open competitive bidding laws, regulations, policies, procedures, and practices to ensure that competitive bid process is properly prepared, released, and awarded</li> <li>• Knowledge of the California Master Award Schedule, the Master Service Agreement, and Non-Competitively Bid procurement alternatives to ensure that contractual documents are properly prepared and processed</li> <li>• Ability to analyze and evaluate vendor and bidder responses for conformity to solicitation and bid terms and conditions, solicitation and bid requirements, calculations, and cost sheets</li> <li>• Strong communication skills both written and verbal</li> <li>• Proficiency in personal computers in a variety of applications such as Microsoft Office (i.e. Word, Excel, PowerPoint, etc.)</li> <li>• Work independently with limited guidance and direction</li> <li>• Strong organizational skills</li> <li>• Ability to meet unanticipated deadlines and adjust workload accordingly</li> <li>• Knowledge of federal and state approval requirements and approval documents</li> <li>• Ability to work independently with minimal supervision</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently as a team lead and accomplish tasks.</li> <li>• Ability to conceptualize new ideas and identify constraints and/or opportunities.</li> <li>• Ability to seek and accept feedback.</li> </ul>

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	<p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Ability to utilize interdisciplinary teams in conduct of the contract and procurement processes</li> <li>• Ability to gain and maintain the confidence and cooperation of those contacted during the course of work</li> </ul> <p><b>WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"> <li>• The work is performed primarily in an office setting at F5CA, with occasional meetings or convenings at other county commission or State or local agency offices, program sites, schools, hotels, or other conference facilities, and other locations related to the program objectives of F5CA</li> <li>• The incumbent must be able to work and communicate using computer and other electronic technologies, include Microsoft Office and Outlook, GoToMeeting, customized data collection systems, and other software applications</li> <li>• Occasional travel by car, bus, train, or airplane is required for successful job performance</li> <li>• F5CA currently does not offer a telework schedule</li> </ul> <p><b>PHYSICAL ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Occasionally bend, lift, and move file boxes, RFP materials, and other items weighing up to 35 pounds in connection with duties or acquire support services to accomplish these tasks</li> </ul> <p><b>MENTAL ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Function effectively under demanding and competing deadlines</li> <li>• Ability to work on multiple complex tasks simultaneously</li> <li>• Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience</li> <li>• Understand and use written information that may be presented in a variety of formats, such as tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</li> <li>• Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</li> </ul>