

**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-

**10853-ETS**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Admin Division - Enterprise Technology Solutions	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-072-5157-009
<b>UNIT NAME AND CITY LOCATED</b> Admin Unit – West Sacramento	<b>CLASS TITLE</b> Staff Services Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 Third Street, 3rd Floor
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

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 supervision of the Administration Section Manager, SSM I, the incumbent performs the procurements functions of average complexity. In addition, this position serves as the Training Coordinator for ETS, developing and writing Statement of Work (SOW) for IT Training, and preparing cost analysis for all training courses for budgetary tracking.

<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>
35%	<p><i>All work is to be performed in accordance with State and Federal laws and rules, CalHR, State Administrative Manual (SAM), Government Code and other statutory mandates, and/or principles and guidelines of the Department of General Services (DGS) Executive Management.</i></p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to meet departmental and program information technology and business support needs, the incumbent assists in ensuring DGS procurements are compliant with ETS' IT Standards, regulations, policies and procedures:</p> <ul style="list-style-type: none"> <li>Analyze the less complex IT acquisition requests submitted by assigned customers.</li> <li>Research applicable laws and policies in order to ensure that IT procurements are correctly classified and procurements are in compliance with ETS IT standards.</li> <li>Analyze IT acquisition requests for compliance with ETS' IT standards by researching ETS' internet site for the DGS IT Standard Document and IT Standards Exemption.</li> <li>Prepare, analyze, and process the administrative requirements of SOWs for compliance with the Procurement Division's (PD) delegation policy.</li> <li>Analyze procurement documents of average complexity and provide recommendations to ETS management regarding the IT products being procured or renewed based on recommendations from the ETS Subject Matter Expert (SME) such as: functionality, integration capability from existing product, and appropriate procurement method.</li> </ul>

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**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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25%	<ul style="list-style-type: none"> <li>• Meet with the ETS' management team and technical staff for incorporating language in IT solicitations of average complexity, including but not limited to the Administrative Requirements under the PD's Leverage Agreements.</li> <li>• Research the PD's intranet site to ensure all purchases comply with laws, rules, and regulations when evaluating procurement packages.</li> <li>• Review and analyze IT Purchase Requests in the ABMS Purchase Requisition module to determine the correct expenditure coding, purchase distributions for each line by utilizing Office of Fiscal Service's (OFS) accounting expenditures.</li> <li>• Verify individual product specification when items meet the OFS GS-6 requirement for invoice processing on IT products.</li> <li>• Serve as the liaison with OBAS for communication between ETS and DGS programs in order to respond to questions, additional analyses for procurement compliance, and assistance with the customer regarding recommendations for enhancements.</li> <li>• Analyze new and updated procurement policies by researching the Procurement Division bulletins, Executive Orders, Administrative Orders, and other policy memos to determine impact to ETS, and the mandated contracts for specified IT Procurements.</li> <li>• Conduct research on procurement-related issues, applying extensive program knowledge, and interpreting code sections and regulations to provide information to ETS management by developing monthly reports based upon current trend analysis, updating processes, and advising upper management of the issues and how it will impact ETS.</li> <li>• Prepare, review, and provide input for the completion of various justifications for SOWs, Government Code 19130 justifications, Non-Competitive Bids (NCBs), to ensure compliance and documents the determinations made.</li> </ul> <p>In order to implement and facilitate IT vendor forums, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Evaluate vendor proposals for IT products and services and meet with ETS management for confirmation of business requirements.</li> <li>• Prepare, create timelines for IT staff in presenting vendor recommendations to the management team.</li> <li>• Develop and conduct vendor forums by planning, preparing agendas, and scheduling sessions with vendors on a quarterly basis by conducting a data analysis for upper management's approval..</li> <li>• Research IT products and services for similarities, functionality; and relationship to current projects underway to ensure an effective forum.</li> <li>• The incumbent will coordinate availability of attendees, develop the agenda, create a matrix for tracking products for IT standards confirmation, set-up projector, and laptop; and analyze other factors for creating a matrix for reporting to upper management and follow-up.</li> <li>• Develop and implement a survey for the vendor forum in order to gain feedback on improvement and effectiveness, evaluate the surveys and make recommendations to upper management in regards to improving the effectiveness of the vendor forum.</li> <li>• Provide an overview of the vendor forums at all staff meetings by preparing PowerPoint Presentations, and presenting orally on a quarterly basis.</li> </ul>
15%	<p><b>Invoice Payments</b></p> <p>In order to assist in ensuring timely payment of ETS' invoices, serve as the main point of contact between OFS's Program Support Accounting Section (PSAS):</p> <ul style="list-style-type: none"> <li>• Develop and implement a tracking system to monitor electronic invoices from PSAS; analyze, for accurate product/services received by conducting an analysis with the approved ETS Purchase Order.</li> <li>• Verify receipt of IT goods by conducting an analysis of completed PO and actual items received and report expenditure coding for payment to ETS budget analyst</li> <li>• Develop a monthly report for expenditure categories to assist ETS' budget analyst and ETS management with a point in time cost analysis for all IT requisitions processed from ETS funding</li> <li>• Provide analysis for special projects relating to IT procurement as requested by ETS management for current expenditures and advise on future costs associated with projections made by ETS' budget analyst</li> <li>• Develop appropriate verbal and written response(s) of recommended course of action to resolve vendor invoice dispute by comprehensively researching and reviewing the items on the invoice that were not received in accordance with SRF Fiscal Services Directive, Prompt Payment Act per Government Code Section 927, et seq.</li> </ul>

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10%	<ul style="list-style-type: none"> <li>• Serve as primary contact with PSAS for questions, additional documentation, and writing justifications if further explanation is required for the prompt payment act</li> <li>• Develop and coordinate with ETS' budget analyst a tracking document for fiscal impact by analyzing the IT products and services procured and interpreting the expenditure cost analysis</li> <li>• Conduct monthly analysis of encumbrance reports in the Activity Based Management System (ABMS), to determine allocation and funding for outstanding payments</li> <li>• Monitor ETS budget forecaster for proper allocation of expenses by interpreting the cost allocation to the expenditure code incorporated from the purchase order.</li> </ul> <p><b>Training Coordinator</b></p> <p>In order to provide customer support for ETS staff and management, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Ensure ETS employees participate in DGS Mandatory Training by keeping up to date on training availability and ensure ETS staff are notified of upcoming DGS training courses; implement a tracking system to ensure staffs have completed mandated courses.</li> <li>• Develop and determine job related and upward mobility training needs for ETS employees by researching and analyzing the effectiveness of outsourced IT training and make recommendations to management by performing analytical studies and gather data for reports.</li> <li>• Track and analyze the training budget by developing a cost spreadsheet, monitor and analyze the cost associated with the specific training class, and provide upper management with reports on monthly spend based on ETS' budget</li> <li>• Assist with contract development for specific ETS outsourced training by collaborating with the vendor for specific requirements with the training course objective; analyzing and incorporating the required language from State Contracting Manual, Volume II.</li> <li>• Evaluate the required training documentation, develop and write Service Contract SOWs including detailed steps and instructions to vendors for outsource training.</li> <li>• Develop the various justifications, and required documents associated with the Service Contract request package. Submit the required documents to the OBAS Service Contracts section for processing.</li> <li>• Maintain the ABMS TRS System for reporting alignment, developing monthly reports for ETS Unit Managers for evaluation and training spend.</li> <li>• Conduct detailed analysis for compliance with Mandatory Training for all new hires and transfer employees. Assist ETS management in developing and maintaining a succession plan to forecast/maintain needed resources, analyze ETS training trends and effectiveness.</li> <li>• Attend the quarterly DGS Training Coordinator's Meeting for policy, procedures changes, updates, and solutions to operational problems; and development of alternative solutions.</li> </ul>
10%	<p>In order to assist in implementing an internal new hire orientation program for new employees to ETS, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop and maintain procedures for all DGS Mandatory Training for compliance</li> <li>• Assist ETS management with career paths for IT classifications by working closely with the DGS University in the development of current training for the Resource Library. The incumbent will develop and maintain the Mandatory Training schedule within ETS' on-boarding hiring plan.</li> </ul>
5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Provide backup support for the Personnel Liaison and Office Technician</li> <li>• May serve as back-up to other administrative unit staff</li> <li>• Participates in special project teams or task forces to implement revisions to current practices.</li> <li>• Cal-Card holder</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> <i>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.</i></p> <p><b>Ability to:</b> <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; consult with and advise administrators or other interested parties on a wide variety</i></p>

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	<p><i>of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work</i></p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Experience in applying and interpreting policy regulations and laws</li> <li>• Experience and proficiency with Microsoft Word, Excel, PowerPoint and Outlook</li> <li>• Experience handling multiple responsibilities</li> <li>• Strong organizational and communication skills</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Excellent analytical and problem solving skills.</li> <li>• Excellent oral and written communications skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to effectively handle stress, prioritize multiple tasks, and meet deadlines</li> <li>• Dependable, responsible, positive attitude, and excellent attendance</li> <li>• Willingness to accept challenges and handle multiple projects simultaneously</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Working proficiency in Microsoft Word, Outlook, Excel, Visio, ABMS and PAL.</li> <li>• Experience in analyzing and interpreting laws, rules and regulations.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to work as a team member and independently.</li> <li>• Demonstrate a positive influence on office moral and team work environment.</li> <li>• Ability to exercise a high degree of initiative, independence, and originality.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Ability to effectively handle stress and deadlines.</li> <li>• Ability to lift office supplies, books, and manuals.</li> <li>• Lifting up to 25 pounds and/or moving boxes up to 40 pounds with assistive devices such as dollies or carts.</li> </ul>