

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-

11070-ETS

EFFECTIVE DATE:

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|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| DGS OFFICE OR CLIENT AGENCY Admin Division – Enterprise Technology Solutions | POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-5393-XXX |
| UNIT NAME AND CITY LOCATED Administration Unit – West Sacramento | CLASS TITLE Associate Governmental Program Analyst |
| WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m. | SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 3rd Floor |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-5157-010 |

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 Administration Section Manager (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for the more complex and difficult budgetary, fiscal and cost recovery systems within the Enterprise Technology Solutions.

% 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. *(Use additional sheet if necessary)*

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| 35% | <p><i>All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, 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>ESSENTIAL FUNCTIONS Serves as the lead budget liaison to the Office of Fiscal Services (OFS) for ETS' Budget Forecaster:</p> <ul style="list-style-type: none"> • Guide and consult upper management and staff regarding budgetary issues, such as monitoring monthly expenditures, monitoring future projects, and collaborating with the Office of Fiscal Services (OFS), Budget Office. • Develop, implement, and maintain a tracking system for monitoring monthly expenditures, including planned and actual income/expenditures as well as operational financial planning as well as monthly ABMS Reports. • Monitor and track cash flow analysis, negative/positive fiscal issue resolution, and provide consultation to address complex budgetary needs consistent with internal/external fiscal policies and procedures and produce projections based on monthly encumbrance reports. |
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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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| 30% | <p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Lead the implementation of current year budgets by performing complex analysis of spend from ETS' previous fiscal year's spend • Resolve complex fiscal issues using a variety of analytical techniques, such as ABMS Financial Modules for general ledger expenditures and encumbrance reports. • Lead the development and evaluation of alternatives for streamlining internal ETS budget processes; analyze data and present ideas and information both orally and in writing to upper management. • Prepare and meet with ETS upper management on the development of the annual budgets and cost recovery plans. • Lead the budget development, including required Department of Finance schedules, Provision 4 Requests, Budget Change Proposals, Equipment Schedules, Reimbursement Schedules, Income and Expense Statements. • Act as the fiscal lead for ETS by collaborating with contracts, billing, and payment to ensure budget implementation is successful. • Develop and maintain a matrix for all ETS IT Procurement renewals for accuracy of projected expenditures. • Act as ETS' budget liaison with OFS Budget Office for quarterly meetings on behalf of the Chief Information Officer. <p>In order to meet departmental and program IT and business support needs, including procurements for the Standard Boards and Commission, the incumbent ensures DGS IT procurements are compliant with ETS' IT Standards, regulations, policies and procedures:</p> <ul style="list-style-type: none"> • Lead the analysis of complex IT acquisition requests submitted by DGS customers for expenditure coding. • Verify complex IT acquisition requests are in compliance with ETS' IT standards by researching ETS' internet site for the DGS IT Standard Document, and the IT Standards Exemption and, if needed • Analyze the more complex procurement documents and provide recommendations to ETS management regarding the IT products being procured or renewed based on feedback from the ETS Subject Matter Expert (SME); such as functionality, integration capability from existing product, and the appropriate procurement method • Maintain a template for the more complex IT procurement packages within ETS utilizing PD's Leverage Procurement Agreement (LPAs) and work with the ETS' management team and Subject Matter Experts (SMEs) for the completion of the required documents. • Independently meet with the ETS' upper management team and technical staff for incorporating language in IT solicitations, including but not limited to the Administrative Requirements • Conduct comprehensive research on detailed product specifications in order to effectively ascertain the customer's needs. • Independently research the Procurement Divisions (PD) intranet site to ensure all purchases comply with laws, rules, and regulations when evaluating procurement packages • Complete the ABMS Purchase Requisition module by accurately entering the required information to be purchased by the OBAS section. • Develop and document procedures for the internal process of IT Procurements by meeting with the procurement team, management, and creating a flowchart with the ability to monitor progress and deficiencies • Analyze new and updated procurement policies by researching the Procurement Division bulletins, Executive Orders, Administrative Orders, and other policy memos to determine impact and then report to management and impacted staff. • Develop plans to implement recommended changes and processes and leads or participates in special project teams or task forces to implement revisions to current practices. • Conduct independent research on procurement-related issues, applying extensive program knowledge, and interpreting code sections and regulations to provide information to ETS management. • Prepares, review, and provide input for the completion of various justifications for SOWs, Government Code 19130 justifications, Non-Competitive Bids (NCBs), to ensure compliance and document the determinations made. |

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| 30% | <p>In order to meet departmental and program contractual development, the incumbent will:</p> <ul style="list-style-type: none"> • Develop and implement Interagency Agreements (IAA) for IT services for server administration, network administration, data backup, maintenance and application support, following DGS' policy and procedures for implementation. • Collaborate independently with various State Agencies to incorporate the language in the IAA. • Act as a liaison with ETS upper management and the State Agencies for the development and completion of IAA. • Track and monitor the IAA from inception to final; providing assistance where needed. • Develop and implement a matrix for the monitoring of the Electronic Fund Transfers (EFTs). • Track, monitor, and initiate new IAA prior to the expiration of the current IAA. • Provide monthly updates to ETS upper management, such as status of IAA, billing information, implementation. • Independently research and make recommendations to upper management regarding the IT classifications needed for a BCP and provide guidance in the justification. • After implementation of contracts, independently manage and monitor time lines, payments, and initiate new contracts prior to expiration. |
| 5% | <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Act as back-up for Admin Staff • Coordinates periodic departmental reports, such as the Biennial Language Survey • Independently meet with the OFS Budget Office for implementing a Budget Change Proposals (BCPs). <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: 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>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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees; work independently in identifying the need for and developing proposed changes to operating, practices, program and policies.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent analytical and problem solving skills • Excellent oral and written communication skills • Excellent interpersonal skills • Excellent organizational and time management skills and the ability to prioritize multiple tasks and meet deadlines • Knowledge of budgeting, and purchasing rules and regulation <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Ability to effectively handle stress • Dependable, responsible, positive attitude and excellent attendance <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Ability to handle stress and to effectively handle deadlines • Ability to lift office supplies, books, and manuals <p>ADDITIONAL QUALIFICATIONS</p> |

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| | <ul style="list-style-type: none">• Working proficiency in Microsoft Word, Outlook, Excel, Visio, and ABMS• Experience in analyzing and interpreting laws, rules and regulations <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none">• Ability to work as a team member and independently.• Demonstrate a positive influence on office and moral and team work environment.• Ability to exercise a high degree of initiative, independence, and originality. |

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EFFECTIVE DATE:

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| DGS OFFICE OR CLIENT AGENCY Admin Division - Enterprise Technology Solutions | | POSITION NUMBER (Agency - Unit - Class - Serial) | |
| UNIT NAME AND CITY LOCATED Administration Unit – West Sacramento | | CLASS TITLE Staff Services Analyst | |
| WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m. | | SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 3rd Floor | |
| PROPOSED INCUMBENT (if known) | | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-072-5157-010 | |
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| BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under supervision of the Administration Section Manager (SSM I), the Staff Services Analyst performs tasks of average difficulty for the budgetary, fiscal and cost recovery systems within the Enterprise Technology Solutions. | | | |
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| 35% | <p><i>All work is to be performed in accordance with State and Federal laws and rules, State Personnel Board, 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>ESSENTIAL FUNCTIONS Serves as the budget liaison with the Office of Fiscal Services (OFS) for ETS' Budget Forecaster:</p> <ul style="list-style-type: none"> Provides recommendations to management and staff regarding the budgetary issues of standard complexity, such as monitoring monthly expenditures, and collaborating with the Office of Fiscal Services (OFS), Budget Office. Maintain a tracking system for monitoring monthly expenditures, including planned and actual income/expenditures as well as monthly ABMS Reports. Track cash flow analysis and negative/positive fiscal issue resolution of standard complexity, and make recommendations to address various budgetary needs consistent with internal/external fiscal policies and procedures and produce projections based on monthly encumbrance reports. Monitor the implementation of current year budgets by performing analysis of spend from ETS' previous fiscal year's spend. | | |
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| 30% | <p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Resolve fiscal issues of average complexity utilizing tools such ABMS Financial Modules for general ledger expenditure and encumbrance reports. • Review and apply alternatives for streamlining internal ETS budget processes; analyze data of average complexity and present ideas and information both orally and in writing to management. • Prepare and meet with ETS management on the development of the annual budgets and cost recovery plans. • Prepare and maintain the budget development, including required Department of Finance schedules, Provision 4 Requests, Budget Change Proposals, Equipment Schedules, Reimbursement Schedules, Income and Expense Statements. • Perform fiscal duties of average complexity for ETS, working with contracts, billing, and payment to ensure budget implementation is successful. • Develop and maintain a matrix for ETS IT Procurement renewals of average complexity for accuracy of projected expenditures. • Act as ETS' budget liaison with OFS Budget Office for quarterly meetings on behalf of the Chief Information Officer <p>In order to meet departmental and program IT and business support needs including procurements for the Standard Boards and Commission, the incumbent analysis DGS IT procurements for compliance with ETS' IT Standards, regulations, policies and procedures:</p> <ul style="list-style-type: none"> • Analyze standard IT acquisition requests of average complexity submitted by DGS customers for expenditure coding. • Review IT acquisition requests for compliance with ETS' IT standards by researching ETS' internet site for the DGS IT Standard Document and IT Standards Exemption. • Prepare, analyze, and process the administrative requirements for Statement of Work (SOW) for leveraged procurements for solicitation. • Analyze procurement documents of standard complexity and provide recommendations to ETS management regarding the IT products being procured or renewed based on feedback from the ETS Subject Matter Expert (SME) such as: functionality, integration capability from existing product, and the appropriate procurement method. • Maintain a template for IT procurement packages of average complexity within ETS, utilizing PD's Leverage Procurement Agreement (LPAs), and collaborate with the ETS' management team and Subject Matter Experts (SMEs) for the completion of the required documents. • Research the Procurement Divisions (PD) intranet site to ensure purchases of average complexity comply with laws, rules, and regulations when evaluating procurement packages. • Complete the ABMS Purchase Requisition module by accurately entering the required information to be purchased by the OBAS section. • Analyze and document procedures of average complexity for the internal process of IT Procurements by meeting with the procurement team, management, and creating a flowchart with the ability to monitor progress and deficiencies • Analyze new and updated procurement policies by researching the Procurement Division bulletins, Executive Orders, Administrative Orders, and other policy memos to determine impact and then report to management and impacted staff. • Analyze and recommended changes and processes for IT procurement and participate in special project teams or task forces to assist in the implementation of revisions to current practices. • Conduct research on procurement-related issues of standard complexity, applying program knowledge, and interpreting code sections and regulations to provide information to ETS management. |
| 30% | <p>In order to meet departmental and program contractual development, the incumbent will:</p> <ul style="list-style-type: none"> • Prepare and analyze Interagency Agreements (IAA) of average complexity for IT services for server administration, network administration, data backup, maintenance and application support, following DGS' policy and procedures for implementation and act as a liaison with ETS management and the State Agencies • Work with various State Agencies to incorporate the appropriate language in the IAA. |

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| 5% | <ul style="list-style-type: none"> • Track and monitor IAA's of average complexity from inception to final; providing assistance where needed. • Develop and implement a matrix for the monitoring of the Electronic Fund Transfers (EFTs). • Track, monitor, and initiate new IAA's of average complexity prior to the expiration of the current IAA. • Provide monthly updates to ETS management, such as status of IAA, billing information, implementation. • After implementation of contracts, monitor time lines, payments, and initiate new contracts prior to expiration. <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Meet with the OFS Budget Office for implementing a Budget Change Proposals (BCPs). • Act as back-up for Admin Staff • Coordinates periodic departmental reports, such as the Biennial Language Survey <p>KNOWLEDGE AND ABILITIES</p> <p>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.</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; 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.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent analytical and problem solving skills • Excellent oral and written communication skills • Excellent interpersonal skills • Excellent organizational and time management skills and the ability to prioritize multiple tasks and meet deadlines • Knowledge of budgeting, and purchasing rules and regulation <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Ability to effectively handle stress • Dependable, responsible, positive attitude and excellent attendance <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <ul style="list-style-type: none"> • Ability to handle stress and to effectively handle deadlines • Ability to lift office supplies, books, and manuals <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Working proficiency in Microsoft Word, Outlook, Excel, Visio, and ABMS • Experience in analyzing and interpreting laws, rules and regulations <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to work as a team member and independently. • Demonstrate a positive influence on office and moral and team work environment. • Ability to exercise a high degree of initiative, independence, and originality. |

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