STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA- **11353-OBAS**	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Business and Acquisition Services	POSITION NUMBER (Agency - Unit - Class - Serial) 306-032-5157-XXX
2. UNIT NAME AND CITY LOCATED OBAS/Purchasing Services /West Sacramento	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8a.m. to 5p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 Third Street 2nd Floor
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-032-5393-005

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 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I, the incumbent is responsible for performing the less complex analytical duties in support of the Department of General Services centralized purchasing operations.

9. Percentage 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)*
	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. **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 Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.** To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the guidelines of the Department of General Services (DGS), Administration Division (AD), Office of Business and Acquisition Services' (OBAS) utilizing Strategic Plans, DGS and OBAS Policy Manuals and Memorandums, Executive Orders, Purchasing Authority Manual (PAM), State Contract Manual (SCM Volumes 1, 2 and 3), Management Memos, Administrative Orders, published directives within the Government Code (GC), Department of Finance (DOF) Budget Letters, California Department of Human Resources (CalHR), State Controllers' Office (SCO), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), Civil Code (CC), Military and Veterans Code, Labor Code (LC) and office procedures using Microsoft Applications. Acquisition analysts can be responsible for the processing and awarding of multi-million dollar departmental acquisitions.

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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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	ESSENTIAL FUNCTIONS
35%	**SOLICITATION** In order to ensure contract solicitations and all supporting documentation are initiated and processed in accordance with all contracting rules and requirements; and to ensure legal accuracy through evaluation, interpretation and application of relevant government codes, regulations and policies, the incumbent: • Analyzes acquisition requests submitted by assigned customers, including Non-IT and IT goods and/or services that may be obtained via formal competition, Non-Competitive Bids, or Leveraged Procurement Agreements. • Analyzes acquisition requests submitted by customers, including the following types of contracts Architectural and Engineering, Public Works, Service Agreements, Non Competitive Bid, Master Agreements, Consultant Service Contracts, Invitation for Bid, Request for Proposals and amendments to all contracts. • Gathers information on detailed product specifications in order to effectively ascertain the customer's needs and determine the solicitation type. Evaluates market conditions and researches historical costs to determine fair and reasonable vendor pricing. • Evaluates contract change documents and make recommendations to management • Applies knowledge and interpretation of all applicable laws, regulations and policies to formulate procurement solutions after reviewing purchase requisition documents submitted by DGS offices. • Conducts analysis of the solicitation package in order to determine the most appropriate and cost-effective method for procurement, in accordance with OBAS's delegated purchasing authority levels for specified procurement types such as Leveraged Procurement Agreements (LPAs), Formal or Informal Competitive, IT goods and services, Master Service Agreements, Western States Contract Alliance, Small Business/Disabled Veterans Business Enterprises (SB/DVBE) option as well as evaluating state contract terms for SB/DVBE "off ramps". • Conducts bid openings by presiding over the opening, and required announcements ensuring timeliness, accuracy, transparency and fairness in the bid process. Facilitate pre-bid walkthroughs or conferences with program staff, including the preparation of sign in sheets, provides additional information as needed. Present contract information at various onsite walkthroughs statewide • Prepares and/or revises various justifications and memorandums, including but not limited to, scopes of work, SB/DVBE waivers, Government Code 19130 justifications, and Prison Industry Authority waivers in order to ensure compliance and document the determinations made. • Creates and disseminates requests for quotes, ensuring a legal, ethical, and confidential solicitation process that protects the State's interests by collaborating with DGS Office of Legal Services attorneys and Procurement Division officials. • Analyzes procurement documentation to provide recommendations to management for obtaining resolutions to bidder protests. • Ensures all required solicitation documentation is included and reviews for compliance with applicable policies.
35%	**AWARD** In order to execute the procurement of materials, supplies equipment, and services needed for the divisions in DGS in accordance with the state purchasing policies, procedures and guidelines, the incumbent; • Determines award by analyzing bids received, applying sound judgment and thorough understanding of the principles, laws, rules, and policies for the competitive bidding process. Verifies vendor eligibility and conducts detailed cost analysis for all bids received, based on cost, item specifications, timelines, and other contingencies, including making determinations regarding "responsive and responsible" bidders, and ensures that items meet all required product and service specifications.

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	ESSENTIAL FUNCTIONS, AWARD, continued • Conducts and documents analysis of procurement option selected for inclusion in official procurement file. Creates and maintains comprehensive electronic files for all procurements. • Resolves disputes through consultation with suppliers, requestors, and Office of Fiscal Services staff, and in coordination with the Department SB/DVBE Advocate. • Negotiates with vendors on behalf of the state; researching and resolving problems and questions involving compliance with competitive bidding requirements. • Creates procurement documents and amendments using manual or automated system and/or CALCard as a payment mechanism. Submits finalized procurement documents to managers for review and approval, in accordance with designated signing authority. • Dispatches procurement document/contract via e-mail to selected suppliers and program staff. Serves as liaison between the requestor and the vendor for timely delivery of goods and services requested and to ensure contractual compliance.
15%	**REVIEW PROCUREMENT POLICIES** In order to remain current on any revised and/or changed procurement related laws, policies, and procedures, identifying potential impacts to OBAS and ensuring efficient operations, the incumbent; • Studies the principles of contracting and updates policies received via Procurement Division bulletins, Executive Orders, Administrative Orders, or other policy memos to determine impact to internal procurement practices and processes. • Develops plans to implement recommended changes/processes and participates in special project teams or task forces to implement revisions to current practices. • Maintains current professional and technical knowledge by attending and actively participating in training (i.e., CAL-PCA), seminars, all mandatory section and unit meetings, (i.e., Team Building, Special Project Teams, etc.)
10%	**CUSTOMER SERVICE OUTREACH** In order to conduct outreach/special projects regarding procurement issues, the incumbent; • Conducts research on procurement-related issues, applying program knowledge, and interpreting code sections and regulations to provide information to the public, the Legislature, the Governor's Office, and DGS staff by telephone or e-mail. • Develops and delivers formal and informal presentations to external and internal customers, including program and division management, on a wide variety of procurement processes and procedures. • Conducts special projects and/or analytical assignments related to procurement practices, including researching purchasing information and formulating recommendations in a written format. • Develops training material covering all departmental and state laws, policies, and procedures. • Provides instructional presentations and materials to requisition end-users via telephone or in formal settings, covering a wide range of procurement-related topics and technical issues.

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5%	**ESSENTIAL FUNCTIONS, CUSTOMER SERVICE OUTREACH, continued** **MARGINAL FUNCTIONS** • Researches and develops information and data and makes recommendations to DGS program management to streamline contracting procedures and processes. • Coordinates periodic departmental reports (i.e., Biennial Language Survey, ADA Report, etc.) as required by state policies, using information supplied by branch management units. • Participates in various departmental/division committees such as the holiday food drive and California State Employees Charitable Campaign fund activities, as needed. **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** • Exercise a high degree of diplomacy, tact, professionalism, initiative and independence • Establish and maintain cooperative and positive work relationships • Excellent attendance and punctuality • A demonstrated interest in assuming increasing responsibility • Mature judgment, loyalty, and discretion • Demonstrated knowledge of or ability to learn ABMS General Ledger, Purchasing, PAL, and other ABMS modules and Microsoft applications • Experience in analyzing and interpreting laws, rules, and regulations **INTERPERSONAL SKILLS** • Communicate in a clear and concise manner • Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and state government • Demonstrated quality customer service • Ability to work in a team environment • Receive and follow written and verbal direction from supervisors/lead person **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Appropriate attire for a professional office environment • Multi-task, meet deadlines, and adjust to changing priorities • Work under pressure and meet tight deadlines • Daily use of the personal computer and related software applications at a workstation • Daily use of office machinery (fax, copier, etc.) • Work overtime as needed • Occasional statewide travel for walk-throughs and training