

**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-

**11478, 11479 -  
OBAS**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> Office of Business and Acquisition Services	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Business Services Section/West Sacramento	3. <b>CLASS TITLE</b> Associate Governmental Program Analyst
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00a.m. to 5:00p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-030-5393-925

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 direction of the Staff Services Manager I, the incumbent conducts staff FI\$Cal training, training needs assessments, and training consultations; provides program related support and administration. The incumbent must learn to function as a Buyer to fully understand the concepts and roles of their students and be able to be a back up when necessary.**

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. <i>(Use additional sheet if necessary)</i>
	<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>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 a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p>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, FI\$Cal policies and procedures, 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.</p> <p>Acquisition analysts can be responsible for the processing and awarding of multi-million dollar departmental acquisitions.</p>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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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30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The incumbent functions independently and in a team environment. The incumbent adheres to DGS' Core Values and is accountable for promoting customer satisfaction and providing quality service, as well as initiating and recommending innovative training solutions. The incumbent must gain knowledge on the purchasing and contracting modules within FI\$Cal. This requires an understanding of various roles, acquisition types, requisition submission, solicitation events, P-Card transaction entry and reconciliation, reportable data tracking, and integration with Accounts Payable.</p> <p><b>FI\$Cal TRAINING</b></p> <p>In order to create and maintain the FI\$Cal training program that includes developing and/or updating internal training manuals, guides, and other resources for OBAS use, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop and implement training objectives, analyze their suitability for current OBAS needs, resource materials in order to enhance individual learning experiences and improve organizational performance and design interactive and multimedia instructional programs using the latest technology</li> <li>• Develop and administer training to OBAS contracting acquisition analysts, managers and support staff in FI\$Cal procurement modules</li> <li>• Administer training to Requestors and Program Approvers on the FI\$Cal Procurement Module therefore ensure efficient submission to OBAS</li> <li>• Assist the DGS Cal-Card Administrator by conducting training to the DGS Cardholders and Approving Officials on the FI\$Cal P-Card Module</li> <li>• Develop and deliver relevant and effective training presentations for assigned courses to provide instruction, guidance, information, etc., utilizing various equipment, tools, and aids, as appropriate.</li> <li>• Collaborate with stakeholders to ensure the design, development, and implementation of the training addresses OBAS' needs for applicable FI\$Cal functions and applies best business practices</li> <li>• Respond to inquiries from requesters, analysts, cardholders and program approvers and make recommendations to resolve their questions</li> </ul>
20%	<p><b>OBAS FI\$Cal TRANSITION</b></p> <p>In order to support the implementation of the FI\$cal system within OBAS, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Collaborate and consult with FI\$Cal for statewide procurement policies, procedures, forms and processes in order to address changes to the training of the acquisition analysts</li> <li>• Research all information provided in training to ensure it is accurate and up to date</li> <li>• Identify all phases of implementation and monitor all ongoing changes</li> <li>• Analyze the FI\$Cal processes to gain knowledge in order to provide accurate information to the end users and be able to solve complex issues</li> </ul>

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20%	<p><b>ESSENTIAL FUNCTIONS, continued</b></p> <p><b>POLICY REVIEW</b>            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 will:</p> <ul style="list-style-type: none"> <li>• Analyze new and updated policies received via Procurement Division bulletins, Executive Orders, Administrative Orders, or other policy memos to determine impact to internal procurement practices and processes recommend and implement any changes</li> <li>• Make recommendations to OBAS management identifying possible policy/procedural impacts and present solutions to ensure the compliance and overall effectiveness of OBAS operations</li> <li>• Leads or participates in special project teams or task forces to implement revisions to current practices</li> </ul>
15%	<p><b>ACQUISITION ANALYST</b>            Acquisition analysts can be responsible for the processing and awarding of complex multi-million dollar departmental acquisitions. This includes customer service outreach, solicitation and awarding of the procurement. To carry out these tasks the incumbent will:</p> <ul style="list-style-type: none"> <li>• Conduct and document analysis of the procurement option selected for inclusion in official procurement file. Creates and maintains comprehensive electronic files for all procurements as documentation for audit purposes</li> <li>• Research and resolves disputes through consultation with suppliers, requestors, and Office of Fiscal Services staff, and in coordination with the Department SB/DVBE Advocate</li> <li>• Negotiate with vendors on behalf of the state; research and resolve problems regarding competitive bidding processes and requirements</li> <li>• Write statements of work, justifications and amendments on procuring goods and/or services</li> <li>• Serve as the liaison between the requestor and the vendor for timely delivery of goods and services requested and to ensure contractual compliance</li> </ul>
10%	<p><b>REVIEW OF CLASS/TRAINING EFFECTIVENESS</b>            In order to create and deliver the curriculum of the training program to OBAS analysts in an accessible, flexible and continuous manner, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Perform training program evaluations to assess its effectiveness by auditing classes; reviewing lesson plans and course materials; conducting participant evaluations, course surveys, and focus group discussions, etc., analyzing findings and identifying opportunities for change or improvement</li> <li>• Formulate effective training delivery strategies, develop new insights into situations and apply innovative solutions to make organizational improvements</li> </ul>

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5%	<p><b>ESSENTIAL FUNCTIONS, continued</b></p> <p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Research and develop information and data and makes recommendations to DGS program management to streamline contracting procedures and processes</li> <li>• Coordinate periodic departmental reports (i.e., Biennial Language Survey, ADA Report, etc.) as required by state policies, using information supplied by branch management units</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; government functions and organization; and methods and techniques of effective conference leadership.</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; 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>• Exercise a high degree of diplomacy, tact, professionalism, initiative and independence</li> <li>• Establish and maintain cooperative and positive work relationships</li> <li>• Excellent attendance and punctuality</li> <li>• A demonstrated interest in assuming increasing responsibility</li> <li>• Mature judgment, loyalty, and discretion</li> <li>• Demonstrated knowledge of or ability to learn FI\$Cal, Purchasing, PAL, and Microsoft applications</li> <li>• Organization skills, set priorities, and work independently with minimum of supervision</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>• Communicate in a clear and concise manner</li> <li>• Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and state government</li> <li>• Demonstrated quality customer service</li> <li>• Ability to work in a team environment with the ability to lead the team toward completing of a task</li> <li>• Receive and follow written and verbal direction from supervisors/lead person</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of purchasing rules and regulations</li> <li>• Knowledge of the state CAL-Card program</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Appropriate attire for a professional office environment</li><li>• Multi-task, meet deadlines, and adjust to changing priorities</li><li>• Work under pressure and meet tight deadlines</li><li>• Daily use of the personal computer and related software applications at a workstation</li><li>• Daily use of office machinery (fax, copier, etc.)</li><li>• Work overtime as needed</li></ul>

