

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-

10191-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-5278-012
UNIT NAME AND CITY LOCATED One-Time Acquisitions (OTA) Unit – West Sacramento	CLASS TITLE Management Services Technician
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

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 supervision of the Senior EDP Acquisition Specialist (Supervisor), the incumbent is to assist acquisition specialists with the less complex acquisitions and is responsible for general clerical and technical support for the Acquisitions & Contracts Section and One-Time Acquisitions Unit.

% 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. <i>(Use additional sheet if necessary)</i>
30%	<p>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.</p> <p>All work to be accomplished in accordance with the Department of General Services (DGS) Procurement Division (PD) policies, State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), Government Codes and Regulations, Uniformed Commercial Codes (UCC), Management Memos, Executive Orders, DGS Correspondence Style and Format Guide.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to assist the acquisition specialists with the less complex acquisitions, provide clerical/technical support, and assist the Acquisitions & Contracts Section and One-Time Acquisitions (OTA) Unit, the incumbent must perform the following duties:</p> <ul style="list-style-type: none"> Assist acquisition specialists with less complex acquisitions and provide clerical/technical support to OTA Unit in order to process both formal and informal bids (i.e., Request for Proposal, Invitation for Bid (IFB), Request for Quote (RFQ), and Request for Offer (RFO)). Assist acquisition specialists with less complex acquisitions in the development of solicitations, procurement plans, award evaluation data, and purchase orders.

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

SUPERVISOR'S NAME (Print) Haydee Giusti	SUPERVISOR'S SIGNATURE	DATE
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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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>ESSENTIAL FUNCTIONS continued</p> <ul style="list-style-type: none"> • Compile, reduce, and distribute purchase orders and related procurement documents to customer agencies and contractors using reproduction equipment and utilizing BIDSYNC, procurement databases, and Microsoft Office products. • Assist acquisition staff in placing procurement documents on the California State Contract Register (CSCR) and entering procurement information in the State Contract and Procurement Reporting System (SCPRS), procurement databases, and Microsoft Office Products. <p>In order to provide good customer assistance, respond to general inquiries from the business community and client agencies using good judgment and professional telephone etiquette in accordance with office procedures and guidelines or as directed by the Senior EDP Acquisition Supervisor:</p> <ul style="list-style-type: none"> • Answer the telephones, screen and direct calls to appropriate analyst or manager for immediate assistance. • Respond to customer inquiries via telephone utilizing procurement databases and provide general contract information as requested. • Provide customer assistance and training in utilizing the DGS web page for contracting related information. • Maintain log of visitors and telephone calls for documentation purposes and future reference. • Assist in the revision of outdated procurement materials to include any updates from reference materials listed above by modifying older PowerPoint presentations, procurement handouts, and procurement templates. • Stay abreast of "Best Practices" for government entities by using the Internet. <ul style="list-style-type: none"> • Prepare procurement reports and spreadsheets by gathering and compiling information obtained in BIDSYNC, procurement databases, and Microsoft Office Products. • Independently research and resolve report discrepancies by interacting with all levels of Procurement Division (PD) personnel and obtaining information to update the procurement reports. <p>In order to process incoming and outgoing mail in accordance with office procedures and guidelines:</p> <ul style="list-style-type: none"> • Process all incoming mail on a daily basis by manually opening; date stamping using the automatic date stamp machine, and distributing to appropriate staff. • Receive incoming facsimiles and distribute to appropriate staff. • Review and input information about incoming mail and facsimiles using a personal computer. <p>In order to conduct bid readings in accordance with PD policies and procedures:</p> <ul style="list-style-type: none"> • Review procurement databases for upcoming bids to prepare for bid readings. • Maintain and secure all bids in preparation for bid readings. • Coordinate the bid reading with assigned buying staff. • Conduct bid reading on those bids that were by the due date and time identified in the bid document. • Return all bids to appropriate buying staff to complete the procurement process.
25%	
15%	
15%	
10%	

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5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Maintain proper inventory of office supplies. On a monthly basis check stock shelves and supply requisitions form office to maintain and replenish supplies by placing orders. • To ensure qualify printed product, maintain copiers, printers, and fax machines, by ordering from DGS/Business Services Section and replacing paper and cartridges and toner materials as required following manufacturer instructions. <p>KNOWLEDGE AND ABILITIES</p> <p><u>Knowledge of:</u> Arithmetic, spelling, grammar, punctuation, and modern English usage.</p> <p><u>Ability to:</u> Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; use good work habits such as punctuality, skill, neatness and dependability; make satisfactory progress in a prescribed training program; interpret written material; edit written material; write effectively; analyze written and numerical data accurately; make clear, concise oral presentations.</p> <p>DESIREABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Proficiency with a personal computer; appropriate software and the Internet • Knowledge of procurement methods and processes • Knowledge of trends and capabilities of management and control processes associated with goods and materials management • Knowledge of solicitation preparation and evaluation for goods/services/information technology • Knowledge of suppliers, marketing conditions and research, terms, practices, and financing for goods/services/information technology acquisitions • Knowledge of State laws and procedures relating to procurement and contracts • Ability to write comprehensively and communicate effectively <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently • Open-mindedness, flexibility and tact • Dependable: responsible; positive attitude • Ability to lead and participate in teams • Ability to provide objective overview of situations • Willingness to accept challenges, handle multiple projects simultaneously • Ability to effectively handle stress and deadlines <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required • Daily use of phone, fax, copiers and general office and communication equipment • Occasional use of computer • Frequent use of a computer and related software applications and the Internet at a workstation • Sitting in a seated position for extended periods of time • Use of a hand cart to transport, lift, and set-up documents and/or equipment, reference manuals, files, etc. • Occasional off-site meetings within Sacramento and out-of-town within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.