

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-

10677-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-496-5830-001
UNIT NAME AND CITY LOCATED Office of Small Business and DVBE Services (OSDS) - West Sacramento	CLASS TITLE Research Program Specialist I/Economics (Reports Coordinator- Small Business Officer)
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 the general direction of the Staff Services Manager II, Office of Small Business and Disabled Veteran Business Enterprise (SB/DVBE) Services (OSDS), the Research Program Specialist I independently collects and performs the most complex statistical and spend data analysis, research and studies, and is principally responsible for collecting and compiling statewide contract participation data to facilitate OSDS' regulatory processes related to SB/DVBE firms. The incumbent also performs complex statistical analytical and consultative duties pertinent to SB/DVBE certification.

% 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)

35%	<p>The Department of General Services' (GDS) 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>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 and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>ESSENTIAL FUNCTIONS Serves as OSDS' Principle Data Expert on data analytics and statistical methods. Independently collects and performs the most complex statistical and spend data analysis, research and studies, and is principally responsible for collecting and compiling statewide contract participation data to facilitate OSDS' ongoing compliance with ever growing legislatively mandated reporting requirements and regulatory processes related to SB/DVBE firms. Serve as an OSDS Subject Matter Expert in the transition of these reports to FI\$Cal program.</p> <ul style="list-style-type: none"> Collect, compile and develop reports and analysis on contract participation within the state as specified in Government Code (GC); Military and Veterans Code; Public Contract Code (PCC); and represent the Procurement Division (PD) and the Office Small Business and Disabled Veteran Business Enterprise Services (OSDS) as the Statewide Reports Coordinator.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Anda Dragheci	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>% of time performing duties</p>	<p>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>
	<p><u>ESSENTIAL FUNCTIONS (Continued)</u></p> <ul style="list-style-type: none"> • Update State Department Reports Coordinator contact, content, and process information on OSDS documents including web pages and the State Contract Manual (SCM). • Receive and file contract participation documents from DGS divisions and state departments. File documents to facilitate retrieval of reports. Review documents to ensure required data accuracy. Contact reporting DGS divisions and state departments in person, or by telephone, email, fax, or memorandum to advise the entity of errors and/or omissions and to facilitate corrections and/or clarifications by the entity. • Assess high priority assignments/ad hoc requests and provide the information in the appropriate format and presentation. This includes independently completing an accurate analysis of the data, developing and identifying trends and translating the data into findings. • Create and develop reports in Excel and/or Access supporting the analysis and interpretation of statistical information • Create, compile and report detailed statistics by creating database components and entering data provided on participation documents (forms) into the database. Design database reports (including determining formulas) that total, summarize, and compare data. • Respond to inquiries about the reporting of contracting participation verbally and/or in writing by highlighting or reiterating program information available on OSDS web pages, SCM, and/or other appropriate authoritative documents. Facilitate inquiries from the PD Deputy Director's Office, the DGS Executive Office, the State and Consumer Services Agency, Governor's Office, the Legislature, and the media by preparing/providing written or verbal response as appropriate. • Assess high priority assignments/ad hoc requests and provide the information in the appropriate format and presentation. This includes independently completing an accurate analysis of the data, developing and identifying trends and translating the data into findings. • Create and develop reports in Excel and/or Access supporting the analysis and interpretation of statistical information <p>25% In order to facilitate mandated small business (SB) participation in state contracting, the incumbent shall determine SB certification eligibility in accordance with SB certification policies and guidelines, Government Code (GC) Sections 14835-14843, Military and Veterans Code (MVC) Sections 999-999.13 and 999.50 et seq., and California Code of Regulations (CCR), Title 2, Section 1896 et seq. using a personal computer, certification related software applications, the Internet, and various office and communication equipment:</p> <ul style="list-style-type: none"> • Reviews and analyzes complex paper and electronic certification applications, including applications from partnerships and/or corporations and Limited Liability Companies, and any support documentation for completeness and determine whether certification compliance and eligibility requirements are met by new applicants and/or existing certified firms. • Reviews tax returns, employee forms, and other business documentation to validate an applicant's Small Business certification eligibility. • Communicates with the applicant by phone, fax, email and/or written correspondence requesting clarification or items necessary to make a further determination of certification eligibility. • Conducts structured and casual audits in accordance with OSDS policy and procedures to determine a certified firm's eligibility compliance. • Complete a full analysis when processing the more complex small business certification applications and applications from DVBEs. • Organizes compliance reviews, including, but not limited to complaints involving the small business and DVBE certification programs. <p>15% Train and Provide DGS divisions and/or state departments information regarding reporting roles and responsibilities in accordance with applicable GC; Military and Veterans Code, PCC, and other updated statutes or new legislation:</p> <ul style="list-style-type: none"> • Research legislation, regulations, policies and procedures related to contract participation; and develop written and verbal recommendations to SSM II for new or corrections to existing policies and procedures.

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	<p><u>ESSENTIAL FUNCTIONS (Continued)</u></p> <ul style="list-style-type: none"> • Conduct presentations at statewide forums to educate and inform state government purchasing/contracting officials, SB/DVBE Advocates, managers, etc., using presentation tools such as PowerPoint. • Update the OSDS website with user-friendly information to facilitate understanding of Participation Reporting responsibilities. • Creates, develop, and provides annual reporting requirements and due dates in writing by memorandum, e-mail, and/or by posting on the OSDS website Participation Reporting page. • Participates with the development and testing of an automated system used for the collection of reporting data to ensure accuracy of results. <p>10% In order to ensure the reporting process is effective and understandable, identify opportunities for process improvements and assist in the development and implementation of policy and procedures in accordance with GC; Military and Veterans Code; PCC and other updated statutes or new legislation:</p> <ul style="list-style-type: none"> • Develop and evaluate alternatives by participating in work teams assigned to streamline and/or change PD processes and ensure appropriate consideration is given to Participation Reporting. • Initiate and coordinate efforts with reporting staff to identify and implement new approaches to meet specific business by setting up and facilitating meetings, and through written and verbal communications. • Attend meetings, review new and/or proposed legislative changes as they relate to contracting participation and procurement in order to stay on top of the reporting needs. <p>10% In order to administer the certification process and to maintain an accurate account of an applicant's certification history, in accordance with the OSDS certification policies and procedures, creates and modifies electronic records in the OSDS database using a personal computer, related software and the Internet to:</p> <ul style="list-style-type: none"> • Enter business and eligibility data as analyzed and obtained from the moderately complex certification application and any supporting documentation. • Enter small business computational data relative to the firm's size (annual receipts and number of employees for the applicant and any affiliates). • When appropriate, enter DVBE data relative to the firm's structure and operations. • Prepare various communications to an applicant regarding their certification status and/or to obtain additional information needed to complete a new certification or to bring an existing certification into compliance, using good writing skills, a personal computer, the OSDS database, and Microsoft® Office Suite products, including Microsoft Outlook®. <p>Develop and maintain the Records Retention Schedule for legislative reports and regulations in compliance with State Administrative Manual §1600, the APA, and DGS policies and procedures.</p> <p>5% <u>MARGINAL FUNCTIONS</u> Provide direction to OSDS support staff regarding the appropriate duplication and publication of Participation Report packages, Regulation packages and/or other related material to ensure correct and complete documents are forwarded from the OSDS.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: Principles and concepts of economics as applied in a research and statistical setting; economic research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods; cost-benefits analysis; trend analysis procedures.</p> <p>Ability to: Communicate effectively to individuals and groups related to the area of economic research; analyze and make recommendations; plan and carry out economic research projects; prepare and present technical reports; determine economic effects of various projects; develop computer models.</p>

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	<p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Ability to meet deadlines and work under short time frames • Ability to solve problems in an effective and efficient manner • Ability to conduct presentations in front of large audiences • Office environment, business dress • Excellent communications skills both verbal and written • Minimal travel by airplane and personal car may be required for training presentations <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Knowledge of materials and procurement programs • Knowledge of suppliers, business practices, and marketing conditions • Knowledge of State laws and procedures relating to procurements and contracts • Experience in analyzing and interpreting laws, rules, and regulations • Ability to write comprehensively and communicate effectively with individuals from varied experiences, perspectives and backgrounds, and all levels of management