

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-

PROC-10784

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Masters Unit 1– West Sacramento	CLASS TITLE Staff EDP Acquisitions Specialist
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) 306-504-1361-051

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 supervision of the Sr. EDP Acquisitions Supervisor in the Master Agreements Unit, the incumbent coordinates and controls all aspects of complex information technology (IT) and non-IT acquisitions for goods and services through the solicitation and administration of Master Service Agreements.

% 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>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>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>All work is to be accomplished in accordance with the laws, rules, regulation, and/or guidelines of the Department of General Services (DGS). The incumbent will ensure the State's purchasing operations are in compliance with State and Federal laws relating to procurement and contracts, Public Contract Code (PCC), State Administrative Manual (SAM), Government Code, Management Memos, and Executive orders.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to meet the purchasing needs for the State of California, facilitate the statewide procurement process for difficult and sensitive information technology acquisitions and non-IT acquisitions by planning procurements, developing solicitation documents and bid specifications for both competitive and non-competitive transactions for complex non-IT and IT procurements including all required technical, contractual, and administrative requirements, the incumbent will:</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Diane Leung	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"> • Analyze department requests for special requirements specific to the commodity and/or services by reviewing the technical specifications for completeness and accuracy, administrative requirements, quantity, delivery terms, estimated costs, acceptance criteria, suppliers, etc. • Meet with the subject matter experts, including engineers, to advise and discuss pertinent facts and desired levels for establishing State standards and specifications, as well as, to develop procedures and verification methods for product and/or service. • Conduct research to prepare necessary documentation by verbally contacting high-level agency personnel, such as office or program managers, office chiefs, branch managers, etc., and by using a personal computer and on-line reference material. • Independently develop solicitation and NCB requests based on outcome of meetings with State agency representatives and PD established specifications; utilizing the Procurement Information Network (PIN) system and related software applications for the solicitation, contract language, and support documents. <p>30% In order to conduct complex and sensitive IT and non IT solicitations, facilitate the reconciliation and resolution of supplier/state issues relative to technical and administrative requirements while maintaining competition (as applicable), in accordance with the policies and using the equipment cited in the above task, the incumbent will:</p> <ul style="list-style-type: none"> • Validate the state department's needs are met by extending efforts to secure suppliers' competition and compliance to the solicitation and may develop alternative selection evaluation models unique to individual acquisitions. • Lead small teams to develop customized solicitation documents by facilitating the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, and protests and consults with Senior EDP Acquisition Supervisor on issues that are typically agency and/or program specific. • Consult with Senior EDP Acquisition Supervisor on issues that are typically agency and/or program specific and act as project lead for small teams to develop customized solicitation documents by facilitating the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, and protests. • Participate in, or lead small project teams in the evaluation of complex bids, peer review and evaluation sessions, testing or demonstration of bidder's equipment, notification of award, and protest hearings by meeting with agency personnel, such as contracting officials, buyers, or working level contacts, etc., or supplier, on-site at PD and occasionally off-site at the requesting state department's location. • Determine the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that include, among other things, reviewing bid costs, specification compliance, delivery terms, brand and models offered, and recycle content, and make recommendation to Senior EDP Acquisition Supervisor for contract award.
20%	<p>In order to assist clients in determining the most appropriate IT and non-IT acquisition methodology and/or procedures to follow, provide IT acquisition consulting services in accordance with the policies and using the equipment already cited, the incumbent will:</p> <ul style="list-style-type: none"> • Advise state departments on the applicable IT or non-IT procurement processes and applicable government codes and regulations including steps to achieve an award by meeting with state agency contracting officials, buyers, or working-level contacts, on-site and occasionally off-site at the requesting state department's location. • Consult with suppliers and with the suppliers' technical experts on the purpose for specific requirements and the various solicitation steps including submission of compliant bids, evaluation criteria, award methods, and protest procedures by meeting on-site and occasionally off-site at the requesting supplier's location. • Act as a consultant for suppliers in the preparation of Feasibility Study Reports (FSR) by providing lease versus purchase analysis, to provide a basis for subsequent acquisition contracts.
10%	<p>In order to assure continuous improvement of the IT and non-IT acquisition process, complete special projects as assigned that may be administrative in nature as instructed by the Senior EDP Acquisition Supervisor and in accordance with the policies and using the equipment already cited, the incumbent will:</p> <ul style="list-style-type: none"> • Develop and/or recommend improved acquisition tools and techniques to enhance the IT and non-IT

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5%	<p>acquisition process by conducting research on new systems and/or software capabilities and staying current with new technology features using internet tools and discussion with suppliers.</p> <ul style="list-style-type: none"> • Examine Public Records Act (PRA) requests for IT and non-IT acquisitions to identify the types of documents required and establish timelines to meet all statutory and division policies by retrieving and transmitting documents to division PRA coordinator and legal counsel. • Provide advice and guidance on new legislative changes, regulatory changes, and new policies and/or procedures that impact IT and non-IT purchasing and contracting services by meeting with state agency contracting officials, buyers, or working-level contacts, on-site and occasionally off-site at state department's location. <p>MARGINAL FUNCTIONS Other related work.</p> <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Trends and capabilities of management and control processes associated with electronic data processing; programs, organization, and management of major electronic data processing using agencies; types and capabilities of electronic data processing equipment and software; vendors, marketing conditions, terms, practices, and prices relating to electronic data processing equipment, supplies and systems; management information systems development; feasibility study reports for electronic data processing systems; lease versus purchase analysis; preparation of Invitation For Bidders and electronic data processing contracts; procurement specification development; data processing concepts; computer operations; support processes; programming languages; system software; systems analyses; file organization and access methods; data base fundamentals; data communications; data processing equipment; group dynamics and leadership; State laws relating to procurement and contracts; Federal laws governing electronic data processing vendors; benchmarking procedures; personnel training; equipment acquisitions and contracts.</p> <p><i>Ability to:</i> Review feasibility reports and lease versus purchase analyses and make suggestions to ensure development of specifications for lease or purchase contracts designed to attract the broadest possible participation from competitive information processing vendors or consultants; provide evaluative information on types and capabilities of electronic data processing equipment, consultants, or software used in State agencies; lead and preside over conferences of State managers and vendors in developing lease or purchase specifications for information processing systems; negotiation contract specifications changes with vendors; recommend changes in purchasing or contract laws, rules, policies, and practices to increase competition from the information processing industry; analyze bids and proposals and award contracts to the lowest responsible bidder or the vendor submitting the most responsive proposal in a fair and impartial manner; gain cooperation and acceptance as an expert in electronic data processing-user agencies, State Office of Information Technology officials and marketing representatives; maintain effective client relations; communicate effectively; make oral presentations; prepare clear and concise reports; analyze situations accurately and take effective action.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code • Familiarity with State procurement processes, including the Information Technology Procurement Plan process, Feasibility Study Report requirements, and State protest process • Proficiency with MS Word, Excel, and PowerPoint • Familiarity with IT trends • Knowledge of WSCA, NASPO, and CAPPO • Ability to write comprehensively • Ability and willingness to travel off-site occasionally, whether in the Sacramento area or elsewhere in the state • Dependable; responsible; positive attitude • Ability to lead and participate in teams • Ability to provide objective overview of situations • Willingness to accept challenges, and handle multiple projects simultaneously

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	<ul style="list-style-type: none"> • Ability to effectively handle stress and deadlines <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to communicate with all levels of management including executive staff, peers, attorneys, and external customers <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES</p> <ul style="list-style-type: none"> • Work is performed in cubicles in an open space environment • Professional Business Attire • Occasional off-site meetings within the greater Sacramento area, and occasional sites elsewhere in California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • Daily use of phone, fax, copiers, and general office equipment • Frequent use of computer and related software applications • Occasional use of laptop computer • Use of a hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. reference manuals, solicitation documents, contracts, etc.