

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-

10817-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-520-1361-013
UNIT NAME AND CITY LOCATED Purchasing Authority Management Section, Purchasing Authority Program – West Sacramento - West Sacramento	CLASS TITLE Staff Electronic Data Processing Acquisition 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) - - -

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 general supervision of the Senior Electronic Data Processing Acquisition Supervisor of the Purchasing Authority Unit, the incumbent is responsible for independently providing complex analytical and consultative tasks for the purchasing authority delegation program.

% 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>
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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 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 Contracting Manuals (SCMs), State Administrative Manual (SAM), Government Code, Management Memos, Executive orders, etc.</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>ESSENTIAL FUNCTIONS Works independently in facilitating the State's delegated purchasing authority program. In order to delegate authority to State agencies to conduct acquisitions under the oversight of DGS/PD Purchasing Authority Unit (PAU), thoroughly evaluate and analyze State agencies' ability to conduct IT and non-IT acquisitions:</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Tom Abeyta	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"> • Analyzes State agencies' acquisition policies and procedures for completeness and compliance with state laws, policies, rules, regulations and directives governing IT and non-IT acquisitions. • Reviews acquisition audit reports conducted by DGS' Office of Audit Services to aid in determining areas in need of attention. • Follow-up with corrective actions to ensure success with the acquisition process at State agencies • Ensures State agencies are complying with purchasing authority standards as established by the DGS/PD and laws pertaining to purchasing authority. Including the review of procurement files to determine if State agencies are capable of executing contracts under purchasing authority dollar thresholds granted by DGS/PD/PAU. • Engages in written and oral communication with buyers/purchasing managers at State agencies regarding pending, approved and denied requests pertaining to delegated purchasing authority. • Provides State agencies with a written analysis of identified deficiencies in acquisition policies and procedures, and acquisition related activities with recommendations in order to meet specific requirements. • Resolves acquisition related processing matters with State agency buyers. • Initiates and participates in meetings with State agency buyers either at the State agencies' office or on-site at PD regarding their acquisition program.
20%	<p>Responds to inquiries by buyers and management statewide regarding the acquisition process and related to the State's purchasing authority delegation program. This may entail, but is not limited to:</p> <ul style="list-style-type: none"> • Gains an understanding of State agencies acquisition functions and business needs to provide advice on acquisition practices and objectives. • Ensures that acquisitions are in compliance with State law and policy. • Provides acquisition consulting services to State agency buyers on solutions to contracting challenges, best business practices, and current State purchasing laws, policies, rules, regulations etc.
20%	<p>Mentors buyers and management in the State's acquisition processes, practices, state laws, rules, and regulations. Mentoring may be informal and consist of advice and reference to resource materials or may be more "hands on" by assisting (overseeing) a State agency with a particular IT or non-IT Acquisition. Tasks including and are not limited to:</p> <ul style="list-style-type: none"> • Provides consultation to buyers on the appropriate acquisition classification and approach. • Prepares solicitations such as Invitations for Bids, Request for Proposals, Request for Offers, and Request for Quotes with State agency buyers. Provides guidance and direction in developing bid specifications; reviews and participate in the development of scopes of work; reviews and participate in the development of technical specifications and assess the State agency's needs; ensures the state agency's IT needs are well-documented and conveyed to the bidder community while conducting a competitive procurement in accordance with state law, regulations and policy. • Oversees and/or participates in the evaluation and selection process to ensure that the evaluation process is carried out in a fair and equitable manner, and the award is made to the bidder meeting the solicitation requirements.
10%	<p>Researches, analyzes, and provides recommendations on continuous improvement of:</p> <ul style="list-style-type: none"> • The purchasing authority approval process. • The State's acquisition processes by participating in the maintenance & development of the State Contracting Manuals. Provides knowledge on the procurement process cycle, State agency buyer needs, and data capture information routinely requested by executive management, other departments, and other PD operations. • Develops and/or recommends improved acquisition tools and techniques to enhance the acquisition process by conducting research on new and existing business practices using internet tools and discussion with State agency buyers and suppliers. • Researches, develops/prepares, present, and distribute miscellaneous reports utilizing a variety of written and oral tools and techniques.

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10%	<p>Legislation and Policy: Develop statewide policies and standards affecting acquisitions of goods and services required by State agencies. This requires:</p> <ul style="list-style-type: none"> • Writing an analysis with recommendations, formulation of the policy and standards, and statewide implementation. • Works with upper management to develop standards under which acquisitions may be delegated to state departments. • Proposes legislation that changes purchasing/contract law. • Reviews and analyze proposed legislation pertaining to IT and non-IT acquisitions and advises management in writing on the impact or potential impact. • Reviews, analyzes, and provides written and oral advice, guidance, and recommendations on new legislative changes, regulatory changes, and new policies and/or procedures that impact the acquisition process by meeting with management and/or State agency buyers on-site at PD and occasionally off-site.
5%	<p>Conducts investigations of non-compliant acquisitions. Identify areas of non-compliance and work with the buyer and management on corrective actions.</p>
5%	<p><u>MARGINAL FUNCTIONS</u> Respond to internal/external requests for information. Ensures records/information is appropriately documented on SharePoint, an Excel spreadsheet, and the FI\$Cal System. This includes both hard (paper) & soft (electronic) files. Prepares monthly status reports. May act as project leader and coordinate the efforts of a team.</p> <p>Knowledge and Abilities</p> <p>Knowledge of: 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>Ability to: 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 purchase 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, State Contract Manual, Government Code, State Administrative Manual, and Uniform Commercial Code. • Familiarity with state procurement processes, including State protest process. • Proficiency with MS Word, Excel, PowerPoint, and MS Project. • Knowledge of WSCA, NASPO, CAPPO, and NCMA.

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	<ul style="list-style-type: none"> • Ability to adequately plan and complete multiple assignments at the same time that are in various stages of completion. • Ability to work independently and in teams. • Ability to write comprehensively, communicate with all levels of management, including peers, executives, attorneys, and external customers. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • 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"> • Daily use of phone, fax, copiers and general office equipment. • Occasional use of laptop computer. • Occasional travel may be required. • Use of a hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, reference manuals, solicitation documents, etc.