

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-

10838-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED GS \$MART - 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) 306-504-1361-049

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 State Financial Marketplace Manager, SSM III, this position is the State of California's expert on financing energy management transactions and is responsible for the day-to-day operation of the Energy Mart program, and is also the information technology leasing expert and is responsible for the day-to-day operations of the statewide leasing program along with other financial programs offered within the 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. (Use additional sheet if necessary)

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.

All work is to be accomplished in accordance with the laws, rules, regulation, and/or guidelines Department of General Services (DGS) Procurement Division (PD) policies, State Administrative Manual (SAM), State Information Management Manual (SIMM), State Contracting Manual (SCM), Public Contract Codes (PCC), Government Codes and Regulations, Uniform Commercial Code (UCC), Management Memos, Executive Orders.

The State Financial Marketplace is the State of California's internet-based financing and leasing program and is currently comprised of the *Lease \$Mart*, *Energy \$Mart*, *GS \$Mart*, and *GS \$Mart with Salvage Rider* programs. The State Financial Marketplace is the only program of its kind in the nation and is utilized by State of California agencies, commissions, Legislative Data Center, CSU (various campuses), PERS and the Governor's Office, as well as city and county governments, school districts, fire districts, special districts, and community college districts. The State Financial Marketplace is 85% Internet-based.

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

SUPERVISOR'S NAME (Print) Patrick Mullen	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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25%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to facilitate the statewide procurement process for the more difficult and sensitive information technology acquisitions, develops and maintains the Procurement Division's statewide leasing program (<i>Lease \$Mart</i>) by establishing statewide procedures and priorities for program development in accordance with applicable state and federal laws, regulations, and procedures for leasing. Lease assignments involve information technology acquisitions with a large dollar cost (\$1+ million), information technology acquisitions of an alternative nature, and non-information technology acquisitions of a complex nature. The incumbent will:</p> <ul style="list-style-type: none"> • Communicate with the State Treasurer's Office, Department of Finance, Office of Legal Services, Internal Revenue Service, the Procurement Division, and independent bond counsel by telephone or meeting with individuals in person, in an effort to meet all applicable state and federal laws, regulations, and policies for leasing and consults for all agencies on determining the best financial solution for overall savings for the State of California departments. • Conduct complex negotiations regarding acquisitions with State Departments, Fortune 500 companies, state attorneys, corporate attorneys, nationally recognized bond counsels, and CFOs of Fortune 500 companies. • Participate in completing a Lease vs. Purchase Analysis and guide State Departments on which direction they should be considering. • Release Requests for Lease Quotes (solicitations) on behalf of State Departments to existing Lessors within the Lease \$Mart Program, set timeline for return, analyze responses from Lessors, and in conjunction with the using State Department, assist State Department in selecting appropriate Lessor for the leasing transaction. • Validate that State Department orders adhere to the state laws, policies and procedures. Prepare the order for OLS review to obtain an Opinion of Counsel. • Direct State Department on correct procedures for completing Purchase Orders or Contracts to finalize the leasing process.
25%	<p>In order to offer state agencies and local government alternative financing plans, assist with the development and maintenance of Procurement Division's installment purchase programs (<i>GS \$Mart</i> and <i>GS \$Mart with Salvage Rider</i>) under the direction of the SSM III. Financing agreements involve information technology acquisitions with a large dollar cost (\$1+ million), information technology acquisitions of an alternative nature, and non-information technology acquisitions of a complex nature. The incumbent will:</p> <ul style="list-style-type: none"> • Conduct complex negotiations regarding acquisitions with State Departments, Fortune 500 companies, state attorneys, corporate attorneys, nationally recognized bond counsels, and CFOs of Fortune 500 companies. • Participate in the development of procedures and the day-to-day operation the GS \$Mart Programs and make recommendations to manager for implementation. • Release Requests for Rate Quotes (solicitations) on behalf of State Departments to existing Lenders within the GS \$Mart Program, set timeline for return, analyze responses from Lenders, and in conjunction with the using State Department, assist State Department in selecting appropriate Lender for the financing transaction. • Validate that State Department orders adhere to the state laws, policies and procedures. Prepare the order for OLS review to obtain an Opinion of Counsel. • Direct State Department on correct procedures for completing Purchase Orders or Contracts to finalize the financing process.
15%	<p>In order to facilitate the statewide procurement process for the more difficult and sensitive information technology acquisitions, develops and maintains the Procurement Division's statewide financing program for energy management transactions (<i>Energy \$Mart</i>) by establishing statewide procedures and priorities for program development in accordance with applicable state and federal laws, regulations, and procedures for financing and financing assignments for Energy Management, the incumbent will:</p> <ul style="list-style-type: none"> • Collaborate with the Department of Finance on upcoming financing opportunities to assist in setting budget numbers for upcoming years to include financing charges. • Communicate and consult with the State Treasurer's Office, Department of Finance, Office of Legal Services, Internal Revenue Service, and the Procurement Division, in an effort to meet all applicable state and federal laws, regulations, and policies for financing to determine the best financial solution for overall savings for the State of California departments.

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<p>15%</p>	<p>In order to facilitate quick and convenient leasing to state agencies and local governmental entities, establishes and maintains a list of qualified Lessor participants in the Lease \$Mart program, and maintains a list of qualified Lender participants in the Energy \$Mart program in accordance with the State Financial Marketplace policies, the incumbent will:</p> <ul style="list-style-type: none"> • Provide detailed information as the Lease \$Mart primary contact for leasing companies and the Energy \$Mart primary contact for the financing companies by answering questions via telephone, internet, or in person. • Receive and evaluate credentials for requisite knowledge of legal requirements for processing State lease purchases, proven performance track record, and the capability to perform in the anticipated time frames. Capability includes, but is not limited to, personnel in the numbers and with the skills required, equipment of appropriate type and in sufficient quantity, financial resources sufficient to fund contracts, and experience in similar endeavors, and approve participation proposals periodically for the electronic marketplace. • Maintain, update, and revise the information posted in the electronic marketplace on a weekly basis using internet productivity-based tools. • Participate in negotiations of extremely complex federal tax language/interpretation regarding tax-exempt financing deals with nationally recognized bond counsels, the Internal Revenue Service, and State agencies such as the Department of Finance, State Treasurer's Office, Department of Technology Services, the State Personnel Board and all State data centers.
<p>15%</p>	<p>In order to provide on-going communication to Procurement Division management, State of California buyers, local government agencies, Lenders and Suppliers, develop and maintain the marketing and publicity program for the State Financial Marketplace, including on-going web site development and maintenance using, The incumbent will:</p> <ul style="list-style-type: none"> • Participate in development and writing of the Marketplace's Internet-based newsletter—\$Mart News—which has a national readership of approximately ten thousand customers using internet productivity-based tools. • Develop, write and place magazine and newspaper articles regarding the Marketplace in national professional management publications. • Speak and teach at local and national financing and leasing conferences, conventions and seminars. • Create written recommendations and make oral presentations to Procurement Division management and DGS Executive Office management regarding the State Financial Marketplace. • Provide consulting services via the telephone, internet, or in person as needed for new lenders and lessors, suppliers and state buyers.
<p>5%</p>	<p>MARGINAL FUNCTIONS Research via the Internet comparable programs to GS \$Mart, Lease \$Mart, and Energy \$Mart and monitor the marketplace for security and optimum operations.</p> <p>KNOWLEDGE, SKILLS 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>

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	<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 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>INTERPERSONAL SKILLS Dependable; good attitude, team player, ability to lead teams, willing to accept challenges, handle multiple projects simultaneously.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment, business dress • Present self professionally • Effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently • Communicate effectively with people at various levels within State government, including members of the Legislature and their representatives • Requires a high degree of initiative, independence and originality in performing assigned tasks