

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-

11045-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division (PD)	POSITION NUMBER (Agency - Unit - Class - Serial) 306-520-1361-006
UNIT NAME AND CITY LOCATED Purchasing Authority Management Section, Dispute Resolution Program - 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) - - -

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 Senior Electronic Data Processing Acquisition Specialist Supervisor (Sr. EDP sup), the incumbent is responsible for independently providing complex analytical and consultative advice and overseeing Information Technology (IT) acquisitions that are related to purchasing authority increase requests, the IT Communication Plan and State Technology Approval Reform initiatives, IT post award bid protests and contract disputes, and Non-Competitively Bid (NCB) contract 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. <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>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), in compliance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), Government Code (GC) and Regulations, Management Memos (MM), and Executive Orders.</p> <p>ESSENTIAL FUNCTIONS <u>Exemption Increase Requests</u> In order to meet the purchasing needs of the State of California, the Staff EDP participates in overseeing IT acquisitions of a complex nature related to purchasing authority increase requests:</p> <ul style="list-style-type: none"> Independently analyzes increase requests approved by the DGS/PD Purchasing Authority Unit (PAU), by reviewing and approving the solicitation document, addenda, the assessment and selection procedures and contract award documents. Prepares summary issues, alternatives, and makes recommendations to customer departments and PD management for the release of the solicitation document.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Renata Rasberry	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 (cont.)</p> <ul style="list-style-type: none"> • Researches, analyzes, and provides recommendations for continuous improvement of the review process, including the development of tools and techniques to enhance the process by conducting research on new and existing business practices using the internet and discussions with customers/procurement partners and suppliers. • Independently 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 review process by meeting with management and/or other customer/procurement partners on-site and occasionally off-site. • Develops and/or recommends improved acquisition tools and techniques to enhance the acquisition process by conducting research on new and existing business practices using the internet and discussions with customers/procurement partners and suppliers.
25%	<p><u>IT Communication Plan (ITCP) and State Technology Approval Reform (STAR)</u> In order to facilitate coordination of the State's Information Technology Procurement Initiatives, participates in planning and implementation activities:</p> <ul style="list-style-type: none"> • Represents PD's IT project by coordinating with and communicating issues and information to other project managers, other Division staff, DGS staff, other department staff, department executives and representatives, control agency representatives, and project executives and staff. • Works collaboratively with counterpart departments such as Department of Technology (CalTech) to formulate policy and processes for acquiring IT goods and services. • Represents the interests of PD at stakeholder meetings with counterpart departments. Assists in developing statewide IT procurement policy. • Acts at the IT Communication Plan liaison between the PD and CalTech for defining the existing communication channels between CalTech, DGS, and stakeholders, including target audiences. • Defines new communication opportunities between CalTech, DGS, and stakeholders. • Applies project management techniques by initiating, planning and executing IT Project initiatives as well as the State Technology Approval Reform.
20%	<p><u>Protest and Dispute Resolution</u> In order to meet the purchasing needs of the State of California, participates in the facilitation of statewide bid protest and contract dispute resolution processes for complex IT acquisitions:</p> <ul style="list-style-type: none"> • Independently analyzes statewide bid protests for timely filing, jurisdiction and appropriate process, traditional or alternative, in order to coordinate responses to appropriate hearing body. • Acts as the point of contact between acquisition buyers throughout the state, the awardee and those who file a protest; participates in legal meetings with appropriate personnel to assess the merit of the protesting supplier's grounds for protest and understand the buyer's documentation and solicitation activities surrounding IT goods acquisitions; and is responsible for preparing internal responses for timely submittal to the applicable hearing body in coordination with the buyer and the Office of Legal Services. • Independently analyzes statewide contract disputes against contract terms and conditions, summarizes issues and alternatives, and prepares recommendations.. • Participates in legal meetings with appropriate personnel to coordinate formal responses to be signed by the PD Deputy Director. • Provides guidance on inquiries from PD staff and bidders/suppliers regarding the protest and dispute processes, applicable governing codes, division/department policy, and state contracting rules and regulations. • Independently 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 protests or disputes by meeting with management and/or other customer/procurement partners (state agency contracting officials, buyers, or working-level contacts, etc.) on-site and occasionally off-site. • Researches, analyzes, and provides recommendations on continuous improvement of the dispute resolution processes, including the development of tools and techniques to enhance the processes by conducting research on new and existing business practices using internet tools and discussion with customers/procurement partners and suppliers.

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20%	<ul style="list-style-type: none"> • Provides advice and guidance on new legislative changes, regulatory changes, and new policies and/or procedures that impact compliance by meeting with state agency contracting officials, buyers, or working-level contractors, etc., on-site and occasionally off-site at state department's location. • Assists in the development of written reports, correspondence, and statistical data for DGS management. <p>Non Competitively Bid (NCB) In order to meet the purchasing needs of the State of California, evaluates State department non-IT service contract agreements for purchases under the provisions of the Non-Competitively Bid (NCB) process by:</p> <ul style="list-style-type: none"> • Reviewing contract agreements submitted by state contracting departments for completeness, accuracy, and adherence to procurement requirements, including the provisions for a NCB. • Communicating results both orally and by written memorandum with contracting staff. • Organizing meetings with contracting officials, Non-IT Compliance Manager and staff, and DGS legal counsel as necessary to assist in decision making. Provide advice and guidance on new legislative changes, regulatory changes, and new policies and/or procedures that impact compliance by meeting with state agency contracting officials, buyers, or working-level contractors, etc., on-site at PD and occasionally off-site at state department's location. • Assisting in the development of written reports, or correspondence and statistical data for DGS management.
5%	<p>MARGINAL FUNCTIONS In order to provide professional development courses and seminars to the state procurement and contracting community, participates in the development of the CAL-PCA training classes as a subject matter expert (SME) for dispute resolution processes.</p> <p>KNOWLEDGE AND ABILITIES 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; 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. • Knowledge of California Project Management Methodology (CA-PMM). • Ability to adequately plan and complete multiple assignments at the same time that are in various stages of completion.

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	<ul style="list-style-type: none"> • Ability to work independently and in teams. • Ability to speak clearly and effectively in front of high management personnel. • Ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • 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"> • Frequent use of computer and related software applications at a workstation. • Occasional off-site meetings within Sacramento that may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • 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.