

**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-11071 &  
11072 **PROC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Procurement Division		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-504-1361-076 & 077	
<b>UNIT NAME AND CITY LOCATED</b> Strategic Sourcing Program & Acquisitions Branch, CMAS Unit - West Sacramento		<b>CLASS TITLE</b> Staff EDP Acquisition Specialist	
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.		<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, West Sacramento, CA 95605	
<b>PROPOSED INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -	
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.			
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the general supervision of the Senior EDP Acquisitions Specialist Supervisor in the California Multiple Awards Schedules (CMAS) unit, the Staff EDP Acquisitions Specialist coordinates and controls complex information technology (IT) acquisitions for goods and services through purchase and service contracts.			
<b>% of time performing duties</b>	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>		
35%	<p><b>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 person financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code may void the appointment.</b></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><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to meet the purchasing needs for the State of California, the incumbent facilitates the statewide procurement process by assisting State and local agencies in developing solicitation documents and bid specifications for both competitive and non-competitive CMAS acquisitions by:</p> <ul style="list-style-type: none"> <li>Conducting research to prepare necessary documentation by meeting and communicating with high-level agency personnel, such as office and/or program managers, Division Chiefs, Branch Managers, etc., and by comparing and analyzing reference material.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
<b>SUPERVISOR'S NAME (Print)</b> Rhonda Smith		<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
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.			
<b>EMPLOYEE'S NAME (Print)</b>		<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>

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30%	<p><b><u>ESSENTIAL FUNCTIONS (Continued)</u></b></p> <ul style="list-style-type: none"> <li>• Developing solicitation and other procurement documents, i.e. statement of work, contract language, schedules, documents, etc., based on outcomes of meetings with State agency representatives.</li> <li>• Developing documents in Microsoft Word and Microsoft Excel i.e., solicitations, contract language and support documents, for posting in the Procurement Information (PIN) system</li> </ul> <p>In order to conduct complex and sensitive IT and Non-IT CMAS acquisitions, facilitates the reconciliation and resolution of supplier/state issues relative to technical and administrative requirements while maintaining competition (as applicable):</p> <ul style="list-style-type: none"> <li>• Ensures the department's needs are met by extending efforts to secure suppliers' competition and compliance to the solicitation and develops alternative selection evaluation models unique to individual acquisitions.</li> <li>• Leads small teams to develop customized solicitation documents by directing 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.</li> <li>• Participates with agencies and the Senior EDP Acquisition Supervisor to evaluate and negotiate solicitation and contract language changes for the State and contractors.</li> <li>• Determines if contract change proposals submitted by competing suppliers should be made with concurrence from the Senior EDP Acquisition Specialist (Supervisor) and the department's legal counsel.</li> <li>• Leads or participates in small project teams in the evaluation of complex responses, 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, suppliers, or working level contacts, etc.</li> <li>• Determines the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that include, among other things, reviewing supplier costs, specification compliance, delivery terms, brand and models offered, recycle content, and compliance with California's CMAS Terms and Conditions and makes recommendation to the Senior EDP Acquisition Supervisor for contract award.</li> </ul>
20%	<p>In order to assist clients in determining the most appropriate IT acquisition methodology and/or procedures to follow, provide IT acquisition consulting services under the guidance of the Sr. EDP Acquisition Supervisor:</p> <ul style="list-style-type: none"> <li>• Advises state departments on the applicable IT procurement processes and applicable Government Codes sections and regulations including the steps to achieve and award by meeting with State agency contracting officials, buyers, or working-level contacts on-site PD and occasionally off-site at the requesting State department's location.</li> <li>• Instructs suppliers 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 with private sector executives.</li> </ul>
10%	<p>In order to assure continuous improvement of the IT and Non-IT CMAS acquisition processes, completes 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 equipment already cited.</p> <ul style="list-style-type: none"> <li>• Processes Public Records Act (PRA) requests for IT acquisitions by identifying the types of documents required and establishing timelines to meet all statutory and division policies. Retrieve documents and transmit to division PRA coordinator and legal counsel.</li> </ul>

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<p>5%</p>	<ul style="list-style-type: none"> <li>• Develops and/or recommend improved acquisition tools and techniques to enhance the IT 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.</li> <li>• Provides advice, guidance and training to CMAS staff on IT and Non-IT contract reviews, legislative changes, regulatory changes, and new policies and/or procedures that impact IT purchasing and contracting services by meeting with State agency contracting officials, buyers, or working-level contacts on-site at PD and occasionally off-site at State department's location.</li> <li>• Develops policies and procedures for CMAS, as directed by the Senior EDP Acquisition Specialist (Supervisor) to ensure that the unit continues to meet the needs of its customers; lead team of co-workers to assess needs and identify most effective/efficient process to follow.</li> </ul> <p><b><u>MARGINAL FUNCTIONS</u></b> Other related work.</p> <p><b>KNOWLEDGE AND ABILITIES</b>                      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><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code</li> <li>• Familiarity with state procurement processes, including the IT Procurement Plan process; Feasibility Study Report requirements, and State protest process</li> <li>• Proficiency with a personal computer, appropriate software programs and the internet.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Experience with PowerPoint and MS Project desired but not required.</li> <li>• Familiarity with IT and Telecom trends</li> <li>• Knowledge of Western States Contracting Alliance (WSCA), National Association of State Purchasing Officials (NASPO), California Professional Purchasing Officials (CAPPO), and National Contract Management Association (NCMA) desired but not required.</li> <li>• Ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Dependable; responsible; positive attitude</li> <li>• Ability to lead and participate in teams</li> <li>• Ability to provide objective overview of situations</li> <li>• Willingness to accept challenges, handle multiple projects simultaneously</li> <li>• Ability to effectively handle stress and deadlines</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Professional office environment, appropriate business attire required</li> <li>• Daily use of phone, fax, copiers and general office equipment</li> <li>• Occasional use of laptop computer</li> <li>• Frequent use of computer and related software applications at a workstation</li> <li>• Sitting in a seated position for extended periods of time</li> <li>• Occasional off-site meetings within Sacramento and occasional out-of-town within California meetings that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.</li> <li>• 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.</li> </ul>