

DUTY STATEMENT

GS 907T (REV. 03/16)

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 11083 PD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Office of Small Business & DVBE Svcs – W. Sacramento	CLASS TITLE Staff Services Analyst
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, W. Sacramento, CA
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-496-5157-010

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 supervision of the Staff Services Manager I, the incumbent assists in providing analytical and consultative duties to maintain and develop the Office of Small Business & DVBE Services' (OSDS) certification.

% 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)
	<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 instrumental 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. The DGS Core Values are: Integrity, Accountability, Communication, Excellence, Innovation and Teamwork.</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, small business (SB) certification policies and guidelines, Government Code (GC) Sections 14835-14843, Military and Veterans Code (MVC) Sections 999-999.13 and 999.50 et seq., and California Code of Regulations (CCR), Title 2, Section 1896 et seq, Office of Small, Disabled Services (OSDS) certification policies and procedures, California Public Contract Code Sections 10115 et seq. and SB/DVBE certification policies and guidelines.</p>

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

SUPERVISOR'S NAME (Print) Nancy Huth	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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35%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to facilitate SB and DVBE participation in state contracting, the incumbent shall determine SB and /or DVBE certification eligibility by:</p> <ul style="list-style-type: none"> • Reviewing less complex paper and electronic certification applications and support documentation for completeness and determining whether certification eligibility and/or continued compliance are met by applicants and/or certified firms. • Reviewing tax returns, employee forms, and other business and legal documentation to validate an applicant's SB and/or DVBE certification eligibility. • Contacting the applicant by phone, fax, email and/or written correspondence for clarification or support documents needed to determine certification eligibility. • With supervision, may process the more complex small business certification applications. • Assist with the preparation of the less complex compliance reviews and random audits, including, but not limited to: complaints involving the small business certification program, and verifying a certified firm is in compliance with eligibility requirements. • Performing the less technical and detailed review of elevated complaints, appeals of certification decisions and prepares responses. • Identifying areas of potential certification program abuse and collaborate with OSDS, Procurement Division, and/or DGS Executive Management and DGS Legal staff to enforce any and all appropriate regulatory sanctions and penalties against the applicant, certified firm or business. • Participating in the policy and procedural development process by providing recommendations to management on a broad range of program-related problems. • Directing customers to additional federal, state and local SB and/or DVBE program resources and related information, including business assistance and business opportunities.
30%	<p>In order to administer the certification process and to maintain an accurate account of an applicant's certification history, the incumbent creates and modifies electronic records in the OSDS database by:</p> <ul style="list-style-type: none"> • Importing business and eligibility data as analyzed and obtained from a certification application and all supporting documentation. • Gathering and analyzing small business computational data relative to the firm's size (annual receipts and number of employees for the applicant and any affiliates). • Preparing written and electronic notification to an applicant regarding their certification status and/or to obtain additional information needed to complete a new certification or to bring an existing certification into compliance. • Providing an Archive List of files to support staff and acting as the lead to organize archiving projects surrounding certification files, systems administrator, and administrative office. Verifying the accuracy of input of archive information into electronic system and ensuring files are coordinated for relocation. • Assisting lead analyst responsible for developing and implementing the monthly renewal process, including recommendations as to how to best generate customized notifications, email lists and mailing labels. • Assisting lead analyst with gathering, compiling and generating reports, such as production reports, compliance review reports, and reciprocity reports, as well as other ad-hoc reports and queries.
25%	<p>In order to provide excellent customer services to external and internal customers, acts as liaison by:</p> <ul style="list-style-type: none"> • Working with certification staff and electronic system administrators' team in evaluating system issues, functionality, defects and making system recommendations and improvements. • Providing technical and innovative solutions in developing improved certification database configurations to the online certification application. • Providing technical assistance via telephone or email for questions generated from the online application and customer inquiries. • Assisting in maintaining and updating OSDS website to ensure accurate and current certification information is available to all customers.
5%	<p>In order to support ongoing program development and process improvement, perform the less difficult special projects as requested by managers/supervisors (i.e., research information on specific topics, perform statistical data analysis, develop issue papers, conduct surveys, etc.).</p>

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5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>In order to ascertain additional information and/or facts pertinent to certification applicants, performs computer searches and assists with the preparation of reviews, including, but not limited to complaints and /or protests involving the Small Business and DVBE certification programs as requested by managers/supervisors.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Familiarity with the State's SB and/or DVBE certification programs, procurement and/or contracting process, business management and/or case management. • Ability to meet deadlines as established by requestors. • Ability to work independently. • Ability to work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility and recognition. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Ability to effectively handle stress and deadlines. • Dependable; responsible; positive attitude; punctual and excellent attendance. • Ability to provide objective overview of situations. • Willingness to accept challenges, handle multiple projects simultaneously. • Ability to lead and participate in teams. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Production-oriented work environment. • Sitting in a seated position for extended periods of time. • Frequent use of a computer and related software applications and the Internet at a workstation • Constant handling of confidential information. • Phone contact and some public contact. • Community printer for printouts and copies. • Occasional lifting required (up to 15-20 pounds). • Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.