

**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-

**11287-PROC**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-496-5830-925
UNIT NAME AND CITY LOCATED Business Development Program - West Sacramento	CLASS TITLE Research Program Specialist I (Economics)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 <sup>rd</sup> 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 direction of the Business Development Program Manager, in the Business Development Program unit, the Research Program Specialist I is independently responsible for collecting and conducting the most complex statistical data analysis and research on the state's purchasing trends to provide greater transparency to state opportunities, per Government Code Sections 11139.6 and 11139.7.

% 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)
-----------------------------	--

35%	<p><i>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.</i></p> <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 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.</b></p> <p><b>ESSENTIAL FUNCTIONS</b> The performance of the duties will be accomplished in accordance with the guidelines of DGS and the published directives within the state of California's statutory, regulatory, policy and procedural requirements.</p> <p>In order to assist with Business Development Program (BDP) policy development and technical research functions, independently research strategic planning efforts, provide transparency to the state's contracting and purchasing trends with small businesses (SB), disabled veteran business enterprises (DVBE), including trends with underrepresented businesses, in a format easily understood by the public at large, seeking to determine if contracting with the state of California is a viable business decision. The incumbent will:</p> <ul style="list-style-type: none"> <li>Conduct and manage studies involving demographic data ensuring data security and the secure transmission of confidential and sensitive data for the purpose of identifying focused outreach to underrepresented businesses, business groups and/or professional trades and services.</li> </ul>
-----	---

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

SUPERVISOR'S NAME (Print) Tanya Little	SUPERVISOR'S SIGNATURE	DATE
---	------------------------	------

**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
-------------------------	----------------------	------

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA-11287-PROC

% 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>
35%	<p><b><u>ESSENTIAL FUNCTIONS (Continued)</u></b></p> <ul style="list-style-type: none"> <li>• Create and analyze systems and processes which identify underutilized underrepresented businesses, business groups and/or professional trades and services, research “best practices”, and interview state personnel and stakeholders.</li> <li>• Facilitate meetings and discussions on business development process re-engineering and program efficiencies.</li> <li>• Prepare written reports and present recommendations to DGS senior management.</li> <li>• Formulate conclusions and recommendations by creating descriptive statistical analysis using statistical standards and techniques (mean, median, and mode) to formulate conclusions which substantiate focused outreach activities and recommendations.</li> </ul> <p>In order to assist BDP’s data analysis, reporting and dash boarding, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Collaborate with DGS program staff, Cal eProcure and Financial Information Systems for California (FI\$Cal) staff, and the Office of Strategic Planning Policy and Research staff, including interviewing the aforementioned and stakeholders, to establish, refine, and make adjustments to data tracking mechanisms;</li> <li>• Conduct statistical analysis and identify trends, outliers, common issues, etc. of state, federal and privately contracted socioeconomic data, to identify and to make inferences about the state’s purchasing trends with SB, DVBE, large business, and underrepresented business for the purpose of identifying business opportunities in state contracting.</li> <li>• Create automated and ad hoc dashboards using Pivot Tables to provide visual representation and validation of key data elements and trends; quarterly and annually on the state’s purchasing trends which gives greater transparency to state opportunities for disabled veteran business enterprises, large businesses, small businesses, and underrepresented businesses, per Government Code Sections 11139.6 and 11139.7.</li> <li>• Prepare written reports and present recommendations to DGS senior management based upon findings and data trends.</li> </ul>
15%	<p>In order to process high priority assignments and ad hoc requests, independently complete an accurate analysis of the data, develop and identify trends and translate the data into findings, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Prepare written correspondence and PowerPoint presentations for the BDP Manager, PD Deputy Director’s Office, the DGS Executive Office, the Government Operations Agency, Governor’s Office, the Legislature, and the media.</li> <li>• Respond to inquiries about statistical trend analysis and report verbally and/or in writing by highlighting or reiterating program information available on the BDP web page and/ or other appropriate authoritative documents.</li> <li>• Create, compile and report on BDP surveys.</li> <li>• Communicate in person, or by telephone, email, fax, letterhead, or memorandum.</li> <li>• Create and develop charts and graphs to clarify reports.</li> <li>• Validate data entered into tracking tools to produce reports.</li> </ul>
10%	<p>In order to maintain web page content and Records Retention compliance, goals and objectives, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Update BDP web pages with user-friendly information to facilitate understanding of business development reports, as needed;</li> <li>• Develop and maintain the Records Retention Schedule for reports and other records in compliance with State Administrative Manual §1600, the APA, and DGS policies and procedures.</li> </ul>
5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>• Conduct presentations at statewide forums to educate and inform state government officials, SB/DVBE Advocates, and the business community, using presentation tools such as PowerPoint;</li> <li>• Travel to meet and collaborate with state or federal representatives regarding statistical findings;</li> <li>• Participate in off-duty hours emergencies related to divisional activities in order to maintain critical processes and programs under the direction of existing policies and procedures;</li> <li>• Attend training classes as needed and required.</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA-11287-PROC

% 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>
	<p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>Knowledge of:</b> Principles and concepts of economics as applied in a research and statistical setting; economic research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods; cost-benefits analysis; trend analysis procedures.</p> <p><b>Ability to:</b> Communicate effectively to individuals and groups related to the area of economic research; analyze and make recommendations; plan and carry out economic research projects; prepare and present technical reports; determine economic effects of various projects; develop computer models.</p> <p><b><u>SPECIAL PERSONAL REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>Demonstrated ability to act independently, take initiative, and have flexibility and tact.</li> </ul> <p><b><u>DESIRABLE QUALIFICATIONS</u></b>  <b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>Command of computer and software programs such as PAL, Microsoft Suites, Cal eProcure, DotNetNuke and FoxPro for the majority of the work day;</li> <li>Command of statistical analysis techniques and ability to clearly formulate conclusions and recommendations;</li> <li>Principles and concepts of economics as applied in a research and statistical setting; economic research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods; cost-benefits analysis; trend analysis procedures.</li> <li>Data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results;</li> <li>Appropriate sampling techniques required to produce statistically reliable and valid research results.</li> <li>Practices required ensuring and maintaining data security, including securely transmitting confidential data;</li> <li>Descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations;</li> <li>Word processing software (e.g., Microsoft Word) to prepare correspondence and reports;</li> <li>Spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports;</li> <li>Database software (e.g., Access, Excel, SQL) to store and manage data;</li> <li>Various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data.</li> <li>Design and develop research methodologies and computer models to ensure the collection and analysis of appropriate, meaningful, and unbiased data;</li> <li>Identify required data, information, materials, and resources needed to complete/perform project analyses;</li> <li>Analyze statistical data to reach sound conclusions and make recommendations.</li> <li>Write reports, policies, and procedures using proper grammar, punctuation, sentence structure, and the DGS Writing Style Guide;</li> <li>Facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.</li> </ul> <p><b><u>INTERPERSONAL SKILLS</u></b></p> <ul style="list-style-type: none"> <li>Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others;</li> <li>Understand and comply with DGS, Procurement Division and BDP office rules, policies and procedures at all times;</li> <li>Understand written and verbal instructions and communication.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b>  <b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>Accountable for providing quality service and products;</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA-11287-PROC

% 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>
	<ul style="list-style-type: none"> <li>• Act independently with minimal supervision;</li> <li>• Work efficiently, effectively and cooperatively with all levels of staff;</li> <li>• Must have mental alertness;</li> <li>• Responsive to correct and satisfy customers' needs in response to their problems;</li> <li>• Be an effective listener and be responsive to the needs of DGS and the state;</li> <li>• Office environment for the majority of the work day;</li> <li>• Arrive to work on time and be fully accountable for working an eight-hour work day;</li> <li>• Come to meetings fully prepared, including handouts for distribution when appropriate;</li> <li>• Be well organized and thorough;</li> <li>• Minimal travel by airplane and personal car may be required for training presentations</li> <li>• Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California using various transportation modes, i.e. airplane, taxi, car, etc.;</li> <li>• Occasional use of laptop computer and meeting rooms;</li> <li>• Ability to conduct presentations in front of large audiences.</li> </ul> <p><b><u>Physical Ability</u></b></p> <ul style="list-style-type: none"> <li>• Requires prolonged sitting in a cubicle workstation using computer, monitor, keyboard, and computer mouse;</li> <li>• Requires reaching, twisting, turning, grasping and making repetitive hand movements in the performance of daily duties;</li> <li>• Requires use of shared printers, copiers and other general office and communication equipment;</li> <li>• Use of a hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference materials, etc.;</li> <li>• Use of cubicle drawers and workspace;</li> <li>• Telephone use.</li> </ul> <p><b><u>Mental Ability</u></b></p> <ul style="list-style-type: none"> <li>• Effectively handle stress;</li> <li>• Work independently and without peers;</li> <li>• Work in an environment of multiple cubicles;</li> <li>• Meet deadlines and work under short time frames;</li> <li>• Solve problems in an effective and efficient manner;</li> <li>• Willingness to accept challenges, handle multiple projects simultaneously;</li> <li>• <b>Adaptability:</b> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals;</li> <li>• <b>Listening:</b> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker;</li> <li>• <b>Speaking:</b> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose of the audience;</li> <li>• <b>Reading:</b> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams, select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis;</li> <li>• <b>Writing:</b> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure, and present written communication to the intended purpose and audience;</li> <li>• <b>Mathematics:</b> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry;</li> <li>• <b>Organization and planning:</b> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans, modify plans or adjust priorities given changing goals;</li> <li>• <b>Using information and communication technology:</b> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA-11287-PROC

% 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>
	<p>applications, telecommunications equipment, internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities;</p> <ul style="list-style-type: none"> <li>• <b>Gather and analyzing information:</b> Obtain facts, information, or data relevant to a particular problem, question or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information;</li> <li>• <b>Analyzing and solving problems:</b> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed;</li> <li>• <b>Making decisions and judgments:</b> Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</li> </ul> <p><b>Safety:</b> Follow all safety rules and procedures:</p> <ul style="list-style-type: none"> <li>• Promote safe work practices by all employees;</li> <li>• Promote a safe working environment for all employees.</li> </ul>