

**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-

**11368-PROC**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Procurement Division (PD)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-507-5393-XXX
<b>UNIT NAME AND CITY LOCATED</b> Procurement Operations Section, West Sacramento	<b>CLASS TITLE</b> Associate Governmental Program Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5 a.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> 306-507-5157-014

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 FUNCTION**

Under direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs a variety of complex duties in support of the division's contract management and procurement functions. The incumbent will research the most difficult and complex contracting issues and assist management in procuring goods and services in order to maintain the division's business operations.

% 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.**

*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.*

All work to be accomplished in accordance with the laws, rules, regulation, and/or guidelines of the Department of General Services (DGS), Office of Business and Acquisition Services (OBAS) and Program Support Accounting Section (PSAS). 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.

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

<b>SUPERVISOR'S NAME (Print)</b> Molly Lovett	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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35%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b><u>Contract Management</u></b></p> <p>In order to perform the more complex and technical analytical assignments related to contracts required for the Division, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Lead complex contract issues on behalf of the Procurement Division by performing research on the request to verify if the nature of the request meets statutory and policy requirements.</li> <li>• Review contract for contract provisions, scope of work (SOW), technical requirements, completion dates, benchmarks, timelines, estimated quantities, dollar amounts, and final product.</li> <li>• Ensure compliance with all applicable federal and other regulations and verify funding is available and the contract is encumbered in conformance with department policy.</li> <li>• Notify the contractor, in writing, to begin work and maintain required contract documentation.</li> <li>• Ensure compliance with all contract provisions by monitoring process of work to ensure that services are performed and completed according to the quality, quantity, objectives, timeframes, and manner specified in the contract; e.g. review progress reports and interim products.</li> <li>• Evaluate active contracts and request amendments, renewals or new contracts as required allowing sufficient time to process and execute changes before the contract expires or funds are depleted to prevent a lapse in service.</li> <li>• Review invoices to verify work performed and costs claimed are in accordance with the contract; create timely dispute or approve invoices for payment to avoid costs claimed in accordance with the contract.</li> <li>• Monitor contract expenditures to ensure there are sufficient funds to pay for all rendered as required by contract. Identify low spending levels and consider partial dis-encumbrance and reassignment of funds.</li> <li>• Notify appropriate personnel of equipment purchases, when applicable, and ensure property is tagged and inventoried before approving cost reimbursement.</li> <li>• Monitor use of DVBE subcontractors and supplier to ensure attainment of applicable contract participation goals. Ensure contract language for verification of DVBE participation is included in the contract, as required by law.</li> <li>• Notify OBAS with contract problems and verify that the contractor has fulfilled all requirements of the contract before approving final invoice.</li> <li>• Identify and approve final invoice, as appropriate, and forward to the accounts payable for payment processing.</li> <li>• Complete the Contractor Evaluation Form (Std. 4) for consultant services contracts over \$5,000. Send negative evaluations to the DGS Office of legal Services, as required by departmental policy.</li> <li>• Approve the final products and services, if contractor has met all contract requirements.</li> <li>• Research and formulate justifications for Non-Competitive Bid (NCB) requests that require preapproval from the Director and the Government Operations Agency.</li> <li>• Ensure NCB's are executed properly and approved prior to contract request being submitted and executed.</li> <li>• Represent the Procurement Division on complex contracts issues with the Office of Business and Acquisition Services, Office of Legal Services, Public Affairs, etc. by attending meetings to explain desired outcome of contract.</li> <li>• Develop evaluation criteria for bid purposes when required for formal and informal bid solicitations.</li> <li>• Lead cost evaluations upon receiving bid proposals and collaborate with OBAS and PD management through the evaluation process of an award; this includes being on a panel where solicitation evaluation criteria are based on best value rather than low bid.</li> </ul>

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30%	<p><b><u>ESSENTIAL FUNCTIONS cont.</u></b></p> <p><b><u>Purchasing Acquisition Analyst</u></b></p> <p>In order to procure goods and services, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Meet with PD Management on current and future procurement needs and identify alternatives to meet the needs of the Division.</li> <li>• Evaluate requests to determine if it is an IT-Goods or a Non-IT Goods and services. Identify the appropriate delegated authority that governs the purchase.</li> <li>• Create and analyze required procurement documents based on a variety of dollar thresholds while adhering to the State Contracts Manual, Public Contract Code, Government Code and the California Labor Code.</li> <li>• Determine appropriate requisition method and develop required documents; such as Mission Critical justifications, Desktop Mobile Computer (DMC) form and submit to appropriate DGS office for review and approval.</li> <li>• Formulate IT justifications and other required documentation for IT procurements. Advise PD management on requesting the appropriate goods/services and provide recommendations to ensure the request meets PD requirements.</li> <li>• Make recommendations to PD management regarding purchasing terms and guidelines to ensure the appropriate procurement method is utilized by identifying alternatives and formulating sound conclusions.</li> <li>• Review and analyze purchase requests for subscription service renewals and organizational memberships and determine the appropriate mechanism for payment.</li> <li>• Acquisition Analyst for Procurement Operations as it relates to Procurement Card (P-Card) purchases. May be required to procure goods during states of emergency.</li> <li>• Perform research and planning to develop Request for Quotations from suppliers to receive bid information for the bid process.</li> <li>• Conduct a competitive solicitation by Creating Requests for Quotes, ensuring a legal, ethical and confidential solicitation process that protects the State's interests by collaboration with DGS Office of Legal Services and Procurement Officials.</li> <li>• Create and submit purchase order package to the budget manager for review/approval and forward for signature approval from designated signees.</li> <li>• Ensure all required documents from contractors are obtained and correct; Darfur, Reseller Permit #, STD 16 (if applicable) prior to award.</li> <li>• Create Bid Quote Work Sheet in pursuant to the State Contracting Manual.</li> <li>• Analyze quotes received, by applying sound judgment and thorough understanding of the principles and practices of the competitive bidding process, ensuring procurement is done according to law, regulations and policies.</li> <li>• Conduct complex cost analysis when awarding to vendors and using P-Card as a payment mechanism.</li> <li>• Conduct research to verify low cost comparisons using Fair &amp; Reasonable methodology, per State Contracting Manual.</li> <li>• Analyze and reconcile receipts and other purchase documentation to the Cardholder Statement of Account.</li> <li>• Review and analyze P-Card statement; Includes expense code breakdown and funding information and forward completed package to accounting for processing.</li> <li>• Assist Budget/Finance manager with purchasing data requests and projected service needs.</li> <li>• Create and analyze annual projected expense reports and year end statements.</li> <li>• Ensure all goods/services are received according to the solicitation requirements and ensures compliance with required specifications.</li> </ul>

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25%	<p><b><u>Acquisition Liaison</u></b></p> <p>In order to fulfill procurement requests by the PD Management, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Lead large PD Information Technology (IT) projects, such as software and IT equipment goods and services, to include delivery and installation.</li> <li>• Determine the most appropriate procurement approach within the department's delegated purchasing authority by determining IT goods or Non IT goods, NCB, etc.</li> <li>• Review and analyze requisition package and determine and approve cost by identifying required forms and obtaining approvals from the Accounting Officer in order to process all purchase requests, receive goods and services, and approve invoices for payment.</li> <li>• Evaluate requests from management and staff for the procurement of Non-Information Technology (IT) goods and services to determine proper procurement type, procurement method and is within delegated purchase authority.</li> <li>• Determine if the request is an IT Goods &amp; Services or a Non-IT Goods &amp; Services request by analyzing the request and evaluating specific requirements by interpreting the State Contracts Manuals Volumes 2 and 3.</li> <li>• Compare marketing trends and pricing in order to identify the "states estimate" of the procurement by consulting with subject matter experts, procurement engineers, and researching previous procurements of the same or similar products and services.</li> <li>• Ensure there is an operational need for the goods and/or services and that it is acquired within industry standards by performing market research and reviewing the department's best practices and provide alternative solutions to management, if necessary.</li> <li>• Assess procurement alternatives; compare features and costs between various models and installation requirements and present recommendations to management.</li> <li>• Conduct pre-procurement review and analysis; Secure required approvals in accordance with state purchasing policies and/or departmental policies and procedures.</li> <li>• Determine authority to spend and secure appropriate funding.</li> <li>• Prepare and develop the Mission Critical Approval for requested IT Goods and Services and Non It Services and Goods requisitions and then forward to the PD Branch Managers and Accounting Officer for review/approval.</li> <li>• Prepare purchase requisitions for Management and Budget signature approval.</li> <li>• Ensure IT equipment is installed properly and according to the Scope of Work.</li> <li>• Work with suppliers to resolve issues; such as incorrect goods delivered, services not performed according to the contract terms, etc.</li> <li>• Make recommendations to management and staff regarding acquisition terms and guidelines based on historical data and analysis of prior acquisitions to ensure procurement contracts are executed in the Division's best interest.</li> </ul>
5%	<p><b><u>State Records Management Coordinator</u></b></p> <ul style="list-style-type: none"> <li>• Formulate and establish specific guidelines for the records management and records retention process for the Division by identifying required records retention policies set forth by governing agencies.</li> <li>• Review and evaluate existing and proposed records management operations, systems, and procedures in order to ensure compliance with the DGS Records Management Policy.</li> <li>• Establish the Records Management Request process for the Division by evaluating requirements and performing annual reviews of Divisional records retention schedules.</li> </ul>
5%	<p><b><u>Marginal Functions</u></b></p> <ul style="list-style-type: none"> <li>• Provide recommendations to PD management for IT and Non IT Contracts and renewal of contracts. Create spreadsheets to track and monitor contracts. Complete special projects and perform other related duties as identified in the AGPA classification specification.</li> </ul>

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	<p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>Knowledge of:</b> 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. Utilize methods and techniques of effective conference leadership.</p> <p><b>Ability to:</b> 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. Coordinate the work of others, act as a team lead or conference leader, and appear before legislative and other committees.</p> <p><b><u>DESIRABLE QULAIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Experience in analyzing and interpreting complex laws, rules, and regulations</li> <li>• Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Contract Manuals, State Information Management Manual, and Uniform Commercial Code</li> <li>• Familiarity with state procurement processes; Feasibility Study Report requirements, and State protest process</li> <li>• Experience with the ABMS, PAL, and the best practices manual.</li> <li>• Proficiency with personal computer and appropriate software programs and the Internet</li> <li>• Ability to write comprehensively and communicate effectively with individuals from varied experiences, perspectives and backgrounds, and all levels of management.</li> </ul> <p><b><u>SPECIAL PERSONAL CHARACTERISTICS:</u></b></p> <ul style="list-style-type: none"> <li>• Commitment to quality customer service</li> <li>• Excellent organizational skills</li> <li>• Provide backup to other staff during absences</li> <li>• Dependable: responsible; positive attitude</li> <li>• Ability to work independently or 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><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Professional office environment.</li> <li>• Daily use of phone, fax, copiers and general office and communication equipment</li> <li>• Frequent use of a computer and related software applications and the Internet at a workstation</li> <li>• Sitting in a seated position for extended periods of time</li> <li>• Occasional off-site meetings that may require the use of various transportation modes, i.e. 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, files, reference manuals, solicitation documents, etc.</li> </ul>