

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-

11420-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -	
UNIT NAME AND CITY LOCATED Procurement Division-Procurement Operations Section - West Sacramento	CLASS TITLE Associate Governmental Program 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, West Sacramento, CA 95605	
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-507-5393-925	
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 direction of the Staff Services Manager I, the Associate Governmental Program Analyst performs a wide variety of analytical staff services in the area of Fiscal and budgets in the Procurement Operations Section.		
% 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>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><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>All work to accomplished in accordance to the guideline of the Department of General Services (DGS), Procurement Division (PD) Policies and Procedures, Department of Finance (DOF), Budget Letters, California Department of Human Resources (CalHR), State Administrative Manual (SAM), State Controller's (SCO), State Treasurer's Office (STO), Legislature, Executive Orders Client Agency, Governor's Budget Act, State Contract Manual, using Microsoft Office applications, ABMS, and oral and written communication.</p> <p>ESSENTIAL FUNCTIONS In order to oversee and coordinate PD activities related to accounting and budgetary functions with DGS Budget Office and Fiscal Office and to provide timely and accurate delivery of administrative fees, the incumbent will:</p> <ul style="list-style-type: none"> Analyze financial information related to revenue and expenses for budget projections and annual rates development by monitoring monthly budget reports and identifying revenue and expenditure trends. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Molly Lovett, SSMI	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

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<p>30%</p>	<p>ESSENTIAL FUNCTIONS (cont.)</p> <ul style="list-style-type: none"> • Make budget projections and recommendations to PD management by closely monitoring expense reports. • Represent PD at budget meetings and provide recommendations on budget related issues. • Verify vendor administrative fees are received and processed timely and accurately. • Create spreadsheets and perform complex calculations in order to identify procurement rates and fees. • Resolve funding issues by verifying and ensuring sufficient funds are available for deposit to avoid any unnecessary cost to the department. • Coordinate with other units within the division to guarantee the administrative fees are accurate and submitted timely. • Identify and resolve any fees that are inaccurate in a timely manner by communicating with PD program managers and other state agency representatives. • Work closely with Contract Administrator to identify and resolve payment issues. • Lead meetings with vendors to identify issues, provide suggestions and resolve invoice problems. • Utilize financial management system to review and analyze contracts to ensure that administrative fees are being paid correctly and timely. • Track and monitor invoices in order to prevent and avoid the department paying penalties, due to untimely payments. • Conducting a thorough review of invoice for proper account coding, invoice amount, and service dates as well as ensuring the proper service was provided. • Create vendor check requests by identifying correct billing code and cost center, ensure funds are available, and verify vendor is in good standing with the state. <p>In order to monitor PD's expenditures and ensure they are correctly charged to the appropriate accounts by verifying the funding is available, the incumbent will:</p> <ul style="list-style-type: none"> • Analyze expenditure inconsistencies and make recommendations for resolution by meeting with the Branch Chiefs and Deputy Director to discuss options to correct the identified problems. • Monitor line item authority controls by tracking line item overages and resolve overages by preparing budget allotment transfers. • Provide recommendations to branch management on how to expend within the budgeted allotments by analyzing year-to-date actual expenditures and projecting based on the identified needs. • Prepare forms to correct staff coding for inaccurate charges and reporting units by preparing manual salary corrections monthly and at year-end. • Verify for accurate updated position data by utilizing the Access position database and the department financial systems and reports. • Project salaries and wages for the formalized expenditure analysis by updating position information in Access database, including vacancy date, tenure, MSA date, etc. • Prepare monthly management reports, which include information on revenue, expenses, position analysis of time charges, etc. Review management reports with fiscal manager as well as branch management. • Ensure year-end closing deadlines are met by disencumbering procurement documents, PAL time, and reverting years by coordinating and meeting with branch management and reviewing pertinent documents.

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25%	<p>ESSENTIAL FUNCTIONS (cont.)</p> <p>In order to respond to special budget requests from PD Management and the DGS Budget Office related to making critical decisions to resolve complex budget issues, the incumbent will:</p> <p>Provide monthly budget report information and ensure accuracy using the department</p> <ul style="list-style-type: none"> • financial management system, Access, Excel and PAL databases. • Verify availability of funds for purchase orders and contracts by reviewing budget line items and ensuring appropriate funds are available. • Interpret Budget Letters (BL's) from the Department of Finance and determine the impact on the division. • Assist Section Manager and Branch Chiefs in planning for future budget needs by submitting Forecaster, providing all expenditure documentation, and meeting to discuss budget recommendations. • Verify appropriate transfer of revenue by monitoring revenue transfers and reviewing the general ledger accounts in the department financial management system. • Identify PD expenditure trends for use in budget projections by researching historical data. • Create and submit annual Rates Development and Output Justifications to the budget office. • Review and analyze Budget Change Concepts and Proposals to ensure the request is reasonable and appropriate by consulting with PD management. • Analyze and calculate expenditure data using financial management system to ensure funding source is available for Budget Change Proposal requests. • Respond to special budget drills by gathering and compiling data using spreadsheets or other appropriate financial management systems.
5%	<p>In order to oversee billing questions from client agencies, the incumbent will:</p> <ul style="list-style-type: none"> • Answer phone calls and emails from outside agencies about procurement process, DGS fees, and various contract billing questions. • Research questions with accounts payable staff or project managers. • Provide reports and other documentation regarding procurement fees and explain how fees are calculated and billed to customers using Excel or the department's financial management system.
5%	<p>MARGINAL FUNCTIONS</p> <p>In order to provide timely and accurate billing and serve as Lead to state and local governments who utilize PD contracts, the incumbent will:</p> <ul style="list-style-type: none"> • Evaluate and resolve procurement document issues following PD's office procedures for data compilation. • Compile statewide purchasing data to resolve the more complex questions. • Independently resolve discrepancies with customer agencies. • Enter corrections into the appropriate financial management database using a personal computer. <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and</p>

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