

**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-

**11467-PROC**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED eProcurement – 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 <sup>rd</sup> Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-520-5393-004

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 direction of the eProcurement Manager the incumbent serves as a member of the eProcurement Support Team to provide technical support using the eProcurement system currently in use by DGS-PD and other State acquisitions personnel. This position is responsible for the achievement of the specific tasks and activities relating to eProcurement system technical user support with a strong focus on the Financial Information System for California (FI\$Cal) eProcurement systems.

% 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><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>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><b>ESSENTIAL FUNCTIONS</b></p> <p>To support the eProcurement (eP) system, the incumbent serves as a member of the eP Support Team for statewide eP users, in accordance with DGS Information Technology Standards; the State Administrative Manual (SAM) Sections 4800 through 5953 and Sections 6700 through 6780; Department of Technology's Statewide Information Management Manual (SIMM) and Desktop and Mobile Computing Policy (DMCP); the State's IT Security Policy; and annual updates to the above policies and procedures which are addressed through IT Policy Letters to ensure compliance with government regulations and rules, utilizing a personal computer, the internet, and other related software applications, and various office and communication equipment.</p> <p><b>State Contracting and Procurement Registration System (SCPRS) Upload Process, Education, &amp; Resources Team</b></p> <p>In order to accommodate state, supplier, and local government users and provide effective training and communication to state and local government clients, the incumbent will:</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Darcey Allen	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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	<p><b>ESSENTIAL FUNCTIONS continued</b></p> <ul style="list-style-type: none"> <li>• Instruct state department clients on the analysis, collection, and data entry of the FI\$Cal SCPRS Upload process</li> <li>• Develop training materials and conduct special group training sessions to ensure statewide users are receiving new and up to date system training</li> <li>• Market and advertise the FI\$Cal SCPRS Upload Process, Education, &amp; Resource Team services to state departments and local government clients by participating at conventions, seminars, etc.</li> <li>• Research and analyze SCPRS data and develop reports and reference information related to the SCPRS and the state contracting process</li> <li>• Collect and synthesize quality demographic and statistical information to management and the public by conducting an in-depth research and analyses of relevant data from the eP system</li> <li>• Create and maintain Desk Manual Procedures for FI\$Cal SCPRS Upload process</li> </ul>
30%	<p><b>FI\$Cal &amp; Cal eProcure Transition Support Team</b> To ensure the Procurement Division's legacy systems are supported after they are transitioned into FI\$Cal, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Identify and report functionality issues for end users and report to PD management and the FI\$Cal Service Center (FSC)</li> <li>• Coordinate data extrapolation and monitor eP system reports</li> <li>• Make recommendations on FI\$Cal and eProcurement System project documents, including schedule plans, training and implementation plans, decision documents, and process workflows</li> <li>• Collaborate with the PD FI\$Cal Liaison to resolve system problems</li> <li>• Make recommendations to FI\$Cal liaison and PD management on FI\$Cal project plans and proposed plan revisions</li> <li>• Facilitate program data gathering and implementation and testing of FI\$Cal, SCPRS, and CSCR enhancement programs</li> <li>• Ensure training and problem resolution contact information is available to new and existing users</li> <li>• Ensure any identified updates to FI\$Cal training materials, crosswalks, and tools for FI\$Cal users are communicated to PD FI\$Cal Liaison and the FI\$Cal project</li> </ul>
20%	<p><b>FI\$Cal System Items Master List Support</b> In order to support the FI\$Cal System and continuous organization of the commodity and services master items list and analysis of data import and extrapolation , the incumbent will:</p> <ul style="list-style-type: none"> <li>• Analyze data populated by Procurement Division Contracts Units and ensure compliance with FI\$Cal system requirements using FI\$Cal tools and supporting documents to facilitate Items Upload</li> <li>• Create and maintain processes for commodity and services identification on the FI\$Cal Items List</li> <li>• Collaborate across Units within the Procurement Division to import and update Items on Leveraged Procurement Agreements (LPAs)</li> <li>• Collaborate across Units within the Procurement Division to identify and correct Items uploads errors</li> </ul>
10%	<p><b>eP System Administrator</b> As a representative of the DGS-PD eP Support Team using both verbal and electronic methods, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Analyze and respond to all customer and user requests for technical assistance by providing FI\$Cal Service Center contact information and information relating to the various acquisition modules in eP, including the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the Financial Information System for California (FI\$Cal) and the State's leveraged procurement agreements (LPAs)</li> <li>• Serve as an administrator of historical eP system data to provide information to management and statewide clients</li> <li>• Collaborate across units within the Procurement Division to develop the State Contracting Manual for FI\$Cal (SCM-F) for statewide procurement policies, procedures, forms, and processes in order to address policy change implications</li> </ul>

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5%	<ul style="list-style-type: none"> <li>• Liaison between the statewide system administrators (FI\$Cal) and Procurement Division management when elevating system issues or making system recommendations</li> </ul> <p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Respond to internal/external requests for information through telephone, written correspondence or e-mail communication utilizing a personal computer and Microsoft Office suites of applications, including Word, Excel, Access, Project, Visio, and Outlook, or facsimile machine</li> <li>• Inform the business community of the FI\$Cal CSCR advertisement processes to gain and maintain confidence via telephone, e-mail, or in written communications</li> <li>• Ensure client compliance with statewide contract reporting mandates by analyzing and providing reporting on contract vendor data</li> <li>• Collaborate across Procurement Division Units to establish Vendor Management reporting and provide recommendations to management</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></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; 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 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><b>DESIREABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of State contract advertising requirements pursuant to the Public Contract Code, State Contract Manual, Government Code, State Administrative Manual and Uniform Commercial Code.</li> <li>• Ability to adequately plan and complete multiple assignments at the same time that are in various stages of completion.</li> <li>• Proficient with personal computers, especially with the internet and Microsoft Office software applications</li> <li>• Ability to meet deadlines as established by requestors (i.e. manager, supervisor, client, coworker).</li> <li>• Effective telephone skills.</li> <li>• Effective writing skills.</li> <li>• Effective listening skills</li> <li>• Effective communication skills.</li> <li>• Ability to deliver effective presentations and training.</li> <li>• Ability to work independently.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to act independently with open-mindedness, flexibility and tact.</li> <li>• Maintain a friendly, affable and relaxed disposition.</li> <li>• Present a neat appearance and appropriate business dress.</li> <li>• Be self-motivated, take initiative and be proactive toward workloads with a continuous improvement approach.</li> <li>• Dependable; responsible, positive attitude.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Daily use of, phone, fax, copiers and general office equipment.</li> <li>• Occasional use of cell phone and laptop computer.</li> <li>• Frequent use of computer and related software applications at a workstation.</li> <li>• Use of handcart to transport documents and/or equipment.</li> <li>• Set-up and take down of display backdrop and signage.</li> <li>• Set-up and operation of audiovisual equipment and laptop computers.</li> </ul>

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	<ul style="list-style-type: none"><li>• Transport up to 35 pounds of printed materials, display backdrops or electronic equipment</li><li>• Occasional travel by car and airplane throughout California.</li><li>• Make presentations to large and small audiences as needed.</li><li>• Ability to effectively handle stress and deadlines.</li></ul>