

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 11546-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED State Financial Marketplace – 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) 306-504-5393-082

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 State Financial Marketplace Manager, the incumbent acts as the liaison to the Office of Fiscal Services in implementing and developing a loan payment process on behalf of state departments using either GS \$Mart or Lease \$Mart programs in accordance with federal and state laws. The AGPA is responsible for developing policies and procedures necessary to institute and maintain the loan payment process.

% 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>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 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>ESSENTIAL FUNCTIONS</p> <p>To support the State Financial Marketplace (SFM), including the GS \$Mart and Lease \$Mart programs, the incumbent will serve as the principal liaison to the Office of Fiscal Services (OFS) by facilitating the loan payment process on behalf of the state departments using the SFM.</p> <p>Administer the Loan Payment Process</p> <ul style="list-style-type: none"> Independently plans and communicates with OFS to ensure that timely payments of financings and leasings are made on behalf of state departments using the SFM. Assures that OFS is up to date on all new financing or lease transaction payment amounts and payment due dates per adjustments to the Payment Schedule. Independently interacts with departments to assure funding information is accurate for OFS to make payments on behalf of the using departments and forward to OFS.
-----	--

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

SUPERVISOR'S NAME (Print)

Pat Mullen

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 11546-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>
30%	<p>ESSENTIAL FUNCTIONS continued</p> <ul style="list-style-type: none"> • In coordination with the SFM Manager, reviews, modifies and implements policies and procedures necessary to keep the loan payment process running. • Develops a spreadsheet using existing software to analyze and track payments, dates and funding information. Furnishes accurate information including new transactions as the SFM team finishes new transactions, payments made, and transactions where all payments have been made. <p>Communication</p> <ul style="list-style-type: none"> • Gives presentations, in person or over the Internet, to departments on the loan payment process. • Creates and maintains current information on the SFM website about the loan payment process. • Consults with the SFM Manager and answers all inquiries about the loan payment process from OFS, using departments, or control agencies, such as, but not limited to the Department of Finance (DOF) and State Controller's Office (SCO), through electronic or verbal interaction.
20%	<p>Loan Process Analysis</p> <ul style="list-style-type: none"> • Monitors legislative or administrative changes, such as, but not limited to, the implementation of FISCAL, that may impact the SFM loan payment process. • Makes recommended changes to the SFM team for continuous process improvement • Monitors the current established loan process analysis and make recommended changes as necessary for continuous process improvement. • Analyzes and compiles information each fiscal year for reporting purposes to the Joint Budget Legislative Committee (JBLC) and control agencies, including, but not limited to, DOF, SCO, State Treasurer's Office (STO) and Legislative Analyst's Office (LAO). • Assists in briefings/discussions with SFM team, management, OFS, DOF, and SCO regarding recommended changes to the loan payment process.
10%	<p>Payment Process Review and Oversight</p> <ul style="list-style-type: none"> • Reviews agreements from departments for funding information. • Verifies useful life of assets and eligibility under Government Code § 14934. • Validates receipt of the Bond Counsel Opinion from nationally recognized bond counsel. • Prepares document packages and routes for Opinion of Counsel signed by Office of Legal Services (OLS) or other state attorneys, for Bond Counsel Opinion, and for review by DGS PD Executives and DGS Executive Office. • Confirms DOF and STO approval for financings larger than or equal to \$10,000,000. • Analyzes and submits information requested by OFS for monthly and year-end reconciliation statements.
5%	<p>MARGINAL FUNCTIONS</p> <p>Under the guidance of the State Financial Marketplace Manager, the AGPA responds to internal/external requests for information through telephone, written, or e-mail communication utilizing a personal computer and MS Office suite of applications including Outlook, facsimile machines or written correspondence.</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; 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>

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA 11546-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>DESIREABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of State contract advertising requirements pursuant to the Public Contract Code, State Contract Manual, Government Code, State Administrative Manual and Uniform Commercial Code. • Ability to adequately plan and complete multiple assignments at the same time that are in various stages of completion. • Proficient with personal computers, especially with the internet and Microsoft Office software applications • Ability to meet deadlines as established by requestors (i.e. manager, supervisor, client, coworker). • Effective telephone skills. • Effective writing skills. • Effective listening skills • Effective communication skills. • Ability to deliver effective presentations and training. • Ability to work independently. • Maintain a friendly, affable and relaxed disposition. • Present a neat appearance and wear appropriate business dress. • Be self-motivated, take initiative and be proactive toward workloads with a continuous improvement approach. • Dependable; responsible, positive attitude. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently with open-mindedness, flexibility and tact. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Occasional use of a laptop computer. • Use of handcart to transport documents and/or equipment. • Set-up and take down of display backdrop and signage. • Set-up and operation of audiovisual equipment and laptop computers. • Transport up to 35 pounds of printed materials, display backdrops or electronic equipment • Occasional travel by car and airplane throughout California. • Make presentations to large and small audiences as needed. • Ability to effectively handle stress and deadlines.