

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 11731-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED California Multiple Award Schedules Unit – 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, 2 nd Floor, West Sacramento, CA	
PROPOSED INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-5393-906	
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 Senior Electronic Data Processing (EDP) Acquisitions Supervisor, California Multiple Award Schedules (CMAS) Unit, the incumbent is responsible for developing and negotiating CMAS contracts in order to meet State and local government agency's business needs in the acquisition of products, services, and information technology (IT) and telecommunications goods and services.			
% 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>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>All work is to be accomplished in accordance with California government codes, regulations, State Administrative Manual (SAM), State Contracting Manual (SCM), Executive Orders, Management Memos, directives, Public Contract Code (PCC) Sections 10290 et. seq and 12101.5, Public Contract Code (PCC) Section 10335 and applicable procurement and contracting policies and procedures.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to provide eligible California businesses contracting and business opportunities with California state and local government and independently processes requests for CMAS Contractor Certification, the incumbent will:</p> <ul style="list-style-type: none"> Review suppliers' offers and various application documents, including but not limited to the Federal GSA (General Services Administration) multiple award contracts, for completion of mandatory information in accordance with CMAS guidelines as stated in the CMAS Contractor Application. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Rhonda Smith		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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% 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>ESSENTIAL FUNCTIONS continued</p> <ul style="list-style-type: none"> • Analyze applicable terms and conditions and corresponding product and/or services lists and prices, and determine whether the supplier's offer satisfactorily meets the CMAS contracting requirements. • Analyze supplier's manufacturer authorizations and customer references (if applicable) to validate if the supplier meets the qualifications, experience, and/or educational requirements as stipulated in the Federal GSA contract and the CMAS Contractor Application. • Verify with various State resources (e.g. State Contract Licensing Board, Secretary of State, Office of Small Business and Disabled Veteran Business Enterprise Certification, Board of Equalization, etc.) that the supplier's current registration, certification, and or licenses are current and in good standing as required by California law. <p>25% In order to advise and provide information to business owners/suppliers on the CMAS contract application process and CMAS certification requirements, the incumbent will:</p> <ul style="list-style-type: none"> • Instruct clients on acquiring various documents and or certifications that are required, provide sources of information pertaining to the Federal GSA multiple award schedules programs, and further assist the supplier in the CMAS application process. • Provide information on the various State procurement and contracting processes and direct caller to appropriate PD program. <p>25% In order to meet State and local government agency's business needs in the acquisition of products, services, IT and telecommunications goods and services and develop and administer CMAS contracts in accordance with PCC Sections 10290 et. seq and 12101.5, the incumbent will:</p> <ul style="list-style-type: none"> • Ensure all applicable terms and conditions and specific contract language is incorporated into the CMAS contract dependent upon the type of goods, IT and telecommunications goods and/or services or non-IT services. • Administer the contract with the awarding supplier throughout the contract term. • Interact and advise State and Local Government agencies and suppliers on CMAS contract Terms and Conditions for performance or delivery problems and advise the agencies on the necessary steps to take in order to resolve contracting issues. • Coordinate any formal disputes with the Procurement Division's Dispute Resolution Unit, and assist by providing information about a CMAS contract or a particular agency's CMAS purchase order. <p>10% In order to meet State government agency's business needs in the acquisition of Non-IT Services through the CMAS program and to review and approve Purchase Orders and documentation packages prior to issuance to suppliers to determine compliance with Public Contract Code (PCC) Section 10335, the incumbent will:</p> <ul style="list-style-type: none"> • Ensure all applicable terms and conditions and special contract language is incorporated into the CMAS contract dependent upon the type of goods, and telecommunications goods and/or services, or non-IT services. • Administer the contract with the awarding supplier throughout the contract term. • Interact and advise agencies and suppliers on CMAS contract Terms and Conditions for performance or delivery problems, and advise the agencies on the necessary steps to take in order to resolve supplier problems. • Coordinate any formal disputes with the Procurement Division's Dispute Resolution Unit, and assist by providing information about a CMAS contract or a particular agency's CMAS purchase order.

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5%	<p>MARGINAL FUNCTIONS</p> <p>Enter data into the CMAS SQL database on an ongoing basis in order to maintain a log on the CMAS supplier application status.</p> <p>Pull, review, and organize CMAS contract files for preparation to be sent to the State Records Center in accordance with the CMAS Records Retention Schedule.</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 problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise immediate management, and 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>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Contract Manuals, State Information Management Manual, and Uniform Commercial Code • Familiarity with state procurement processes; Feasibility Study Report requirements, and State protest process • Proficiency with personal computer and appropriate software programs and the internet. Experience with PowerPoint and MS Project desired but not required. • Familiarity with IT and Telecom trends. • Ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to 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>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers and general office and communication equipment. • Occasional use of and laptop computer. • Frequent use of 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 within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, 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.

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UNIT NAME AND CITY LOCATED California Multiple Award Schedules Unit – West Sacramento	CLASS TITLE Staff Services 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, 2 nd Floor, West Sacramento, CA
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-5157-906

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BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision of the Senior Electronic Data Processing (EDP) Acquisitions Supervisor, California Multiple Award Schedules (CMAS) Unit, the incumbent is responsible for assisting with developing and negotiating CMAS contracts in order to meet State and local government agency's business needs in the acquisition of products, services, and information technology (IT) and telecommunications goods and services.

% 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>All work is to be accomplished in accordance with Public Contract Code (PCC) Sections 10290 et. seq and 12101.5, California government codes, regulations, State Administrative Manual (SAM), State Contracting Manual (SCM), Executive Orders, Management Memos, directives, and applicable procurement and contracting policies and procedures.</p> <p>ESSENTIAL FUNCTIONS In order to provide eligible California businesses contracting and business opportunities with California state and local government and to assist with processing requests for CMAS Contractor Certification, the incumbent will:</p>
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SUPERVISOR'S NAME (Print) Rhonda Smith	SUPERVISOR'S SIGNATURE	DATE
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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.

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	<p>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> • Review suppliers' offers and various application documents of average complexity, including but not limited to the Federal GSA (General Services Administration) or non-Federal GSA multiple award contracts, for completion of mandatory information in accordance with CMAS guidelines as stated in the CMAS Contractor Application. • Analyze applicable terms and conditions and corresponding product and/or services lists and prices, and determining whether the supplier's offer satisfactorily meets the CMAS contracting requirements. • Analyze supplier's manufacturer authorizations and customer references (if applicable) to validate the supplier meets the qualifications, experience, and/or educational requirements as stipulated in the GSA contract and the CMAS Contractor Application. • Assist in the verification of State Contract Licensing Board, Secretary of State, Office of Small Business and Disabled Veteran Business Enterprise Certification, Board of Equalization, etc., to ensure the supplier's current registration, certification, and or licenses are current and in good standing as required by law.
30%	<p>In order to assist business owners/suppliers with understanding the CMAS contract application process, and provide information on CMAS certification requirements, the incumbent will:</p> <ul style="list-style-type: none"> • As instructed by the Sr. EDP Supervisor, provide information regarding how to acquire various documents and or certifications that are required, provide sources of information pertaining to the Federal GSA or non-Federal GSA multiple award schedules programs, and further assist the supplier whenever necessary in the CMAS application process. • Provide information on the various State procurement and contracting processes and direct caller to appropriate Procurement Division (PD) program when necessary.
30%	<p>In order to meet State and local government agency's business needs in the acquisition of products, services, IT and telecommunications goods and services and to assist with the development and administration of CMAS contracts, the incumbent will:</p> <ul style="list-style-type: none"> • Assist in verifying all applicable terms and conditions and special contract language is incorporated into the CMAS contract dependent upon the type of goods, information technology and telecommunications goods and/or services, or non-IT services available in the resultant contract based on CMAS certification requirements. Assist in administering the contract with the awarding supplier throughout the contract term. • Per direction by the Sr. EDP Sup., interact and advises agencies and suppliers on CMAS contract Terms and Conditions for performance or delivery problems and advise the agencies on the necessary steps to take in order to resolve supplier problems. • Assist in coordinating any formal disputes with the PD's Dispute Resolution Unit, and assist whenever necessary by providing information about a CMAS contract or a particular agency's CMAS purchase order.
5%	<p>MARGINAL FUNCTIONS</p> <p>Enter data into the CMAS database on an ongoing basis in order to maintain a log on the CMAS supplier application status.</p> <p>Pull, review, and organize CMAS contract files for preparation to be sent to the State Records Center in accordance with the CMAS Records Retention Schedule.</p>

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	<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; and governmental functions and organization.</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; 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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code • Familiarity with state procurement processes, including the Information Technology Procurement Plan process; Feasibility Study Report requirements, and State protest process • Proficiency with personal computer and appropriate software programs and the internet. Experience with PowerPoint and MS Project desired but not required. • Familiarity with IT and Telecom trends. • Ability to write comprehensively, communicate with all levels of management, including executive and peers, attorneys, and external customers. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to 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>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers and general office and communication equipment. • Occasional use of laptop computer. • Frequent use of 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 within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, 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.