

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 **11749-PROC**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-520-5157-XXX
UNIT NAME AND CITY LOCATED Intake & Analysis 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 Third Street, West Sacramento, CA
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-5157-077

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 supervision of the Staff Services Manager II Supervisor in the Intake and Analysis Unit, the will assist with collecting State purchase data in order to conduct the spend analysis, data analysis and market research for the most complex contracts relative to the Statewide commodity contracts and the strategic sourcing process for acquisition of Information Technology (IT) and specialized products and services for the State.

% 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 recommendations, collection of data for contracts and support for strategic sourcing efforts will be in accordance with current Government Codes and Regulations, Public Contract Codes, State Administrative Manual, State Contracting Manual, State Information Management Manual, Uniform Commercial Code, Management Memos, Executive Orders, etc.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to facilitate the State's Strategic Sourcing efforts by advising on the most appropriate procurement methods to use to procure products and services resulting in both non-IT and IT statewide and strategically sourced contracts, the incumbent will:</p> <ul style="list-style-type: none"> Assist with the request for purchase data, as well as spend and accounts payable data from State agencies, other Procurement Division managers, and external suppliers.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Renee Alexander	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>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> • Conduct spend analysis of the State spend data utilizing the software tools available to the DGS. • Perform the data field mapping and data normalizing the statewide spend data in order to combine new FI\$Cal spend data with BidSync spend data for reporting purposes. • Perform market research to analyze current market conditions and trends for their impacts on statewide purchases. • Help establish strategic sourcing categories based on potential savings to the state, as well as baseline and benchmark for those products and services being strategically sourced. • Request usage data from the contract managers in order to verify usage and supplier compliance. • Analyze and prepare usage data in order to create savings report for executive management. <p>30% In order to provide the highest level of support to the strategic sourcing efforts, the incumbent will:</p> <ul style="list-style-type: none"> • Participate in the development of customized contract management procedures and processes by working with consultants and designated contract managers to identify unique provisions of each contract. • Act as a liaison between customer agency and vendor to obtain resolution of client payment and other issues utilizing information obtained from meetings, discussion and email. • Prepare and review contractual documents as necessary to ensure the integrity of the contracts and contract files. • Submit appropriate contract and modification information, including funding and contract value information to accounting and project management. • Provide assistance to the Staff Services Manager II to re-negotiate contracts and make recommendations on contract extensions as warranted. • Meet with Department and Chief Deputy Directors, Chief Information Officers, program managers, etc. to discuss acquisition projects that involve IT integration, contracts that have a history of protest or litigation; or contracts that propose deviation from standard terms and conditions and contracts with certain dollar limitations, etc. Work collaboratively with cross-functional departments to resolve contractual issues. • With the assistance of the Staff Services Manager II, negotiate or mediate defaults and disputes between suppliers and State agencies as necessary by conducting meetings on-site at PD and occasionally off-site at the requesting agency or supplier's location. Meetings are held with top management of large State agencies which include but not limited to Directors, Deputy Directors, agency secretaries, and private sector executives, including Chief Executive Officers and Chief Financial Officers, etc. <p>15% In order to maximize best practices and increase customer satisfaction and service, evaluate, propose and implement continued improvements for the contracting and contract management processes, in accordance with Procurement Division purchasing policies and procedures, the incumbent will:</p> <ul style="list-style-type: none"> • Provide recommendations to the Staff Services Manager II Supervisor in developing unit's goals, standards, policies and procedures by monitoring and capturing unit workload statistics, work process flows, and identifying areas of improvement by comparing industry standards to the results achieved by the business unit. • Prepare cost analysis reports, using the predetermined IAU cost analysis commodity baselines, on multi-state alliances commodity contracting options e.g., Western States Contracting Alliance (WSCA), National Association of State Purchasing Officials (NASPO), California Professional Purchasing Officials (CAPPO), and National Contract Management Association (NCMA) to determine best value. <p>15% In order to make recommendations to management, the incumbent will provide the market research using the internet, pricing indices, and other state spend data and create opportunity assessments for:</p> <ul style="list-style-type: none"> • High risk solicitations and/or contracts that are sensitive or controversial in nature, often involving the Legislature and the Executive Branch. • Contracts with complicated administrative and/or technical requirements, terms and conditions, payment terms and order/report tracking to determine appropriate action. • Contracts that involve conferring and negotiating with the contractor's high level or executive level representatives, technical experts, marketing representatives and attorneys as well as State technical experts and attorneys throughout the life of the contract.

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5%	<p>MARGINAL FUNCTIONS Provide recommendations to PD management as to the appropriate sourcing process to be used for upcoming PD procurements. Help develop high-level return on investment (ROI) assessments. Partner with consultants to analyze purchase and market conditions in particularly complex areas. Ensures that the integrity of the data is such prior to housing it in the appropriate database.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: 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>DESIREABLE 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 • Knowledge of the tools and techniques associated with strategic sourcing • 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. • Knowledge of Western States Contracting Alliance (WSCA), National Association of State Purchasing Officials (NASPO), California Professional Purchasing Officials (CAPPO), and National Contract Management Association (NCMA) desired but not required. • 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</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 cell phone, pagers, and laptop computer. • 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 • Frequent off-site meetings within Sacramento and occasional out-of-town within California meetings 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, reference manuals, solicitation documents, etc. • Conduct formal presentation with good communication skills.