

**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-11787 PD

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Procurement Division	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Contracts Unit 2 – West Sacramento	<b>CLASS TITLE</b> Staff Electronic Data Processing (EDP) Acquisition Specialist
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, West Sacramento, CA 95605
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-504-1361-081

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 general supervision of the Senior Electronic Data Processing (EDP) Acquisitions Supervisor in the Contract Unit 1, the incumbent coordinates and controls all aspects of complex information technology (IT) acquisitions of goods, and services and non-IT goods acquisitions, through planning, solicitation, award, lease, and administration phases.

<b>% of time performing duties</b>	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>
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**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.**

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.

All work is to be accomplished in accordance with the Department of General Services (DGS) Procurement Division (PD) policies, State Administrative Manual (SAM), State Information Management Manual (SIMM), State Contracting Manual (SCM), Public Contract Codes (PCC), Government Codes and Regulations, Uniform Commercial Code (UCC), Management Memos, Executive Orders, etc. using a personal computer, related software applications, and various office and communication equipment.

35%

**ESSENTIAL FUNCTIONS**

In order to meet the purchasing needs for the State of California, facilitate the statewide procurement process for difficult and sensitive information technology acquisitions and non-IT acquisitions by planning procurements, developing solicitation documents and bid specifications for both competitive and non-competitive transactions for complex non-IT and IT procurements, the incumbent will:

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

<b>SUPERVISOR'S NAME (Print)</b> Marc Anderson	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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30%	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>• Analyze department requests for special requirements specific to the commodity and/or services by reviewing the technical specifications/ scope of work for completeness and accuracy, administrative requirements, quantity, delivery terms, estimated costs, acceptance criteria and supplier information.</li> <li>• Confer with the Procurement Division engineers to advise and discuss pertinent facts and desired levels for establishing State standards and specifications, as well as, develop procedures and verification methods for product and/or service.</li> <li>• Conduct research to prepare documentation for non-competitive bid (NCB) requests by verbally contacting high-level agency personnel, such as office or program managers, office chiefs, branch managers, etc., using a personal computer and on-line reference material.</li> <li>• Independently develop solicitation and NCB requests based on outcome of meetings with State agency representatives and PD established specifications; utilizing the Procurement Information Network (PIN) system and related software applications for the solicitation, contract language, and support documents.</li> </ul> <p>In order to conduct complex and sensitive IT and non IT solicitations, facilitate the reconciliation and resolution of supplier/state issues relative to technical and administrative requirements while maintaining competition (as applicable), the incumbent will:</p> <ul style="list-style-type: none"> <li>• Validate that the state department's needs are met by extending efforts to secure suppliers' competition and compliance to the solicitation and may develop alternative selection evaluation models unique to individual acquisitions.</li> <li>• Consult with Senior EDP Acquisition Supervisor on issues that are typically agency and/or program specific and act as project lead for small teams to develop customized solicitation documents by facilitating the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, and protests.</li> <li>• Participate in conjunction with Senior EDP Acquisition Supervisor to evaluate and negotiate solicitation and contract language changes for the State and the contractors by determining if contract change proposals submitted by competing suppliers should be made with concurrence from the department's legal counsel.</li> <li>• Participate in or lead small project teams in the evaluation of complex bids, peer review and evaluation sessions, testing or demonstration of bidder's equipment, notification of award, and protest hearings by meeting with agency personnel such as contracting officials, buyers, working level contacts, or suppliers, on-site and occasionally off-site at the requesting state department's location.</li> <li>• Determine the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that includes reviewing bid costs, specification compliance, delivery terms, brand and models offered, recycle content, etc and makes recommendation to Senior EDP Acquisition Supervisor for contract award.</li> </ul>
20%	<p>In order to assist clients in determining the most appropriate IT and non-IT acquisition methodology and/or procedures to follow, provide IT acquisition consulting services, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Advise state departments on the applicable IT or non-IT procurement processes and applicable government codes and regulations including steps to achieve an award by meeting with state agency contracting officials, buyers, or working-level contacts, on-site and occasionally off-site at the requesting state department's location.</li> <li>• Consult with suppliers and with the suppliers' technical experts on the purpose for specific requirements and the various solicitation steps including; submission of compliant bids, evaluation criteria, award methods, and protest procedures by meeting on-site and occasionally off-site at the requesting supplier's location.</li> <li>• Act as a consultant for suppliers in the preparation of Feasibility Study Reports (FSR) by</li> </ul>

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15%	<p>providing lease versus purchase analysis, to provide a basis for subsequent acquisition contracts.</p> <p>In order to assure continuous improvement of the IT and non-IT acquisition process, completes special projects as assigned that may be administrative in nature as instructed by the Senior EDP Acquisition Supervisor, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop and/or recommend improved acquisition tools and techniques to enhance the IT and non-IT acquisition process by conducting research on new systems and/or software capabilities and staying current with new technology features using internet tools and discussion with suppliers.</li> <li>• Examine Public Records Act (PRA) requests for IT and non-IT acquisitions to identify the types of documents required and establish timelines to meet all statutory and division policies by retrieving and transmitting documents to division PRA coordinator and legal counsel.</li> <li>• Provide advice and guidance on new legislative changes, regulatory changes, and new policies and/or procedures that impact IT and non-IT purchasing and contracting services by meeting with state agency contracting officials, buyers, or working-level contacts, on-site and occasionally off-site at state department's location.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Trends and capabilities of management and control processes associated with electronic data processing; programs, organization, and management of major electronic data processing using agencies; types and capabilities of electronic data processing equipment and software; vendors, marketing conditions, terms, practices, and prices relating to electronic data processing equipment, supplies and systems; management information systems development; feasibility study reports for electronic data processing systems; lease versus purchase analysis; preparation of Invitation For Bidders and electronic data processing contracts; procurement specification development; data processing concepts; computer operations; support processes; programming languages; system software; systems analyses; file organization and access methods; data base fundamentals; data communications; data processing equipment; group dynamics and leadership; State laws relating to procurement and contracts; Federal laws governing electronic data processing vendors; benchmarking procedures; personnel training; equipment acquisitions and contracts.</p> <p><b>Ability to:</b> Review feasibility reports and lease versus purchase analyses and make suggestions to ensure development of specifications for lease or purchase contracts designed to attract the broadest possible participation from competitive information processing vendors or consultants; provide evaluative information on types and capabilities of electronic data processing equipment, consultants, or software used in State agencies; lead and preside over conferences of State managers and vendors in developing lease or purchase specifications for information processing systems; negotiation contract specifications changes with vendors; recommend changes in purchase or contract laws, rules, policies, and practices to increase competition from the information processing industry; analyze bids and proposals and award contracts to the lowest responsible bidder or the vendor submitting the most responsive proposal in a fair and impartial manner; gain cooperation and acceptance as an expert in electronic data processing-user agencies, State Office of Information Technology officials and marketing representatives; maintain effective client relations; communicate effectively; make oral presentations; prepare clear and concise reports; analyze situations accurately and take effective action.</p>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code</li> <li>• Familiarity with state procurement processes, including IT policy and processes</li> <li>• Proficiency with personal computer and appropriate software programs (such as MS Word, Excel, PowerPoint, and MS Project) and the internet.</li> <li>• Familiarity with IT trends.</li> <li>• 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.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Dependable; responsible; positive attitude.</li> <li>• Ability to lead and participate in teams.</li> <li>• Ability to provide objective overview of situations.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Professional office environment, appropriate business attire required.</li> <li>• Daily use of phone, fax, copiers and general office and communication equipment.</li> <li>• Occasional use of laptop computer.</li> <li>• Frequent use of computer and related software applications and the Internet at a workstation.</li> <li>• Sitting in a seated position for extended periods of time</li> <li>• 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.</li> <li>• 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.</li> <li>• Willingness to accept challenges, handle multiple projects simultaneously.</li> <li>• Ability to effectively handle stress and deadlines.</li> </ul>