STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **11814-PROC**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-4901-XXX
UNIT NAME AND CITY LOCATED Food Acquisitions Unit - West Sacramento - LIMITED TERM	CLASS TITLE Associate Materials Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-5157-064

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 direction of the Manager, Food Acquisitions Unit, the incumbent is responsible for the more complex and analytical assignments in awarding, managing, and administering food contracts for use by State agencies.

% 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)*
	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' (GDS) 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.* **ESSENTIAL FUNCTIONS** In order to meet State agencies' needs for food and other commodities, conduct formal competitive bids, including some relatively complex bids, and administer the resulting contracts, consistent with applicable laws, regulations, and policies, using the department's eProcurement system and typical office computers, equipment, and software, including Microsoft Excel, the incumbent will:
25%	<u>Needs Assessment</u> • Identify needs for new leveraged contracts and evaluate the usefulness of existing ones, by sending questionnaires to user agencies, analyzing usage reports, and consulting with agency customers and the Statewide Food Task Force. • Evaluate agencies' requests for specific products and specific contracting vehicles, including potential changes in contract requirements, terms, conditions, and ordering processes.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Robert Ullrey		

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

% 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)*
	Essential Functions Continued • Evaluate market conditions by researching and analyzing pricing trends, identifying potential products and suppliers, and assessing the degree of market competition for specific commodities. • Survey other public agencies and contracting alliances in order to analyze the contracting methods other jurisdictions are using and the pricing and terms they are obtaining.
25%	<u>Contract Award</u> • Evaluate bid submittals for compliance with all administrative and technical requirements of the solicitation. • Evaluate, calculate, and apply applicable socioeconomic preferences and incentives, including the small business preference, disabled veteran business enterprise (DVBE) incentive, and geographically targeted preference programs, working with the Preference Programs group and the Office of Small Business and DVBE Services. • Using spreadsheets and other computer tools, identify the lowest or highest-scoring responsive, responsible bidder after preferences are applied for proposed award; evaluate the proposed awardee's responsibility as necessary; and prepare the proposed award for management review. • Upon approval of the proposed award, post it publicly, notify the proposed awardee and other bidders as required, and respond to requests to inspect the solicitation file. • For awarded contracts, prepare User Instructions, upload pertinent contract information into the DGS' eProcurement system, and prepare notifications and presentations for agency users.
25%	<u>Contract Management</u> • Ensure user agencies are making effective use of food contracts by informing them of contract features and requirements and answering questions from agency users. • Monitor contract compliance by reviewing and analyzing usage reports, Supplier Performance Reports, and other communications from user agencies. • Investigate complaints by initiating telephone inquiries, e-mail communications, and/or site visits, and seek to resolve disputes in a manner consistent with applicable policies and procedures and consistent with the interests of the State. • Prepare follow-up correspondence as necessary, including goal attainment letters, stop work orders, contractor compliance letters, sample requests, and contract supplements and amendments. • Evaluate whether to exercise optional extensions by analyzing pricing, usage, contractor performance, and commodity pricing trends, and prepare written recommendations. • Respond to questions from the public about statewide contracts, and assist in preparing responses to the media and the Legislature as necessary.
15%	<u>Invitation For Bid and Contract Negotiations</u> • Analyze requests from agencies and the Statewide Food Task Force for contracts for and/or one-time purchases of specific food commodities, taking into consideration whether existing contracting options can adequately meet the need. • Survey user agencies, suppliers, and other jurisdictions and review files on existing or prior contracts for similar commodities, in order to identify likely order volumes, potential bidders, products that can potentially meet the State's needs, and contract terms needed by the State. • Research and identify industry standards and applicable laws, regulations, policies, and procedures, in order to ensure that they are incorporated into the solicitation and resulting contract as appropriate. • Work with the Specifications/Quality Control Section on specification development, providing procurement engineers with information necessary to develop a suitable specification and, if

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	necessary, methods for verifying that specific products comply with the specification. • Develop clear solicitation documents for the planned contract, consistent with applicable laws, regulations, policies, and procedures. • Advertise and conduct the solicitation using the DGS' eProcurement system. • Research and respond to bidder inquiries during the course of the solicitation. • Devise and recommend alternative procurement approaches for specific commodities or contracts when warranted, and execute alternative procurement strategies (such as the use of negotiations) under management direction.
5%	<u>Post-Award Process</u> • Consult with the Dispute Resolution Unit on any protested award, furnishing the solicitation file and any other documents or explanations they may require. • Research and prepare responses to protests, including letters, memorandums, reports, etc. for the Dispute Resolution Unit, and prepare reports for management regarding protested awards. • Reassess protested awards as necessary in light of information and arguments presented by the protestant(s).
5%	**MARGINAL FUNCTIONS** Maintain a high level of expertise on assigned commodities through professional organizations, personal research, including visiting manufacturing facilities, suppliers, and State agencies. Attend trade shows and seminars and evaluate market reports to keep current with commodity market conditions. Represent the Procurement Division at conferences sponsored by either private enterprise or governmental entities.
	KNOWLEDGE AND ABILITIES ***Knowledge of*:** Materials management; inventory management; data processing systems, software and their applications to materials data systems; term contract formulation; negotiation and administration; transportation and distribution management; procurement engineering; property reutilization and recycling; acquisition analysis; energy conservation and environmental impact analysis; cost study techniques including lease-versus-purchase analysis and life cycle costing; logistics; statistical analysis and forecasting techniques; principles and practices of public and business administration; organization and management; methodology for conducting analytical studies; policy formulation; technical report writing. ***Ability to:*** Analyze situations and problems accurately and take effective action; establish and maintain effective working relations with those contacted in the course of the work; plan, organize and lead analytical studies and audits to enhance State utilization of materials; monitor data systems; formulate comprehensive recommendations which synthesize elements of acquisition, warehousing, cost effectiveness, inventory and traffic management, specification development, quality control, space utilization, personnel management and EDP utilization; communicate effectively; successfully negotiate agreements to increase the effectiveness of agencies' materials management systems; interpret and apply laws, rules and policies.
	DESIRABLE QUALIFICATIONS • Familiarity with State procurement process, including relevant laws, regulations, and policies. • Familiarity with general principles of contract management. • Ability to research, compile, and analyze quantitative data using a personal computer. • Ability to write comprehensively and communicate with all levels of management, including executives and peers, attorneys, and external customers.

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	• Familiarity with distribution and logistics, food safety, nutrition, agriculture, food processing, and/or commodities markets. **SPECIAL PERSONAL CHARACTERISTICS** • Willingness and ability to assert oneself in a professional manner • Ability to effectively handle stress and deadlines • Willingness to accept challenges and handle multiple projects simultaneously • Ability to work in a team environment and serve as a team leader • Ability to provide objective overview of situations and options • Dependable, responsible, and maintain a positive attitude