

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

11843-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) 306-507-5729-XXX
UNIT NAME AND CITY LOCATED Procurement Operations Section - West Sacramento	CLASS TITLE Research Analyst I
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) 306-507-5393-017

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 Staff Services Manager I (SSM I), the incumbent will perform the more complicated technical research assignments in support of the Policy & Research unit within Procurement Operations. The incumbent will work independently and may have lead responsibility for researching and reporting for the Procurement Division's operational scorecard program, strategic plan, and targeted departmental programs and policies.

% 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>
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35%	<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 the laws, rules, regulation, and/or guidelines of the Department of General Services (DGS). The incumbent will ensure the State's purchasing operations are in compliance with State and Federal laws relating to procurement and contracts, Public Contract Code (PCC), State Administrative Manual (SAM), Government Code, Management Memos, and Executive orders.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to assist the division's executive staff on the feasibility and/or impact of a variety of statewide procurement operations, programs and strategic goals, the incumbent will:</p> <ul style="list-style-type: none"> • Conduct complex statistical research and compile quantitative data for the division's operational performance measurement scorecards using available data sources. Meet with the units within each branch to determine how the information will be presented on the scorecard and identifying the sources of data to be used for reporting purposes. • Assist the Research Program Specialist in translating raw data into strategic initiatives and key performance indicators. • Monitor data for the division's corporate strategy and long term business plans, and current business plans, policies, and procedures.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	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>% of time performing duties</p>	<p>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>
	<p>ESSENTIAL FUNCTIONS continued</p> <ul style="list-style-type: none"> • Serve as lead to track cycle time of various branch strategic goals by analyzing existing or historic statistical data sources and generating reports for various contracts. • Conduct complex research and provide data for special projects supporting mandatory Cal eProcure and Financial Information Systems for California (FI\$Cal) efforts. • Independently manage and perform research projects to produce comprehensive reports summarizing procurement program implementation, efficiency, and effectiveness utilizing various resources (i.e. divisional staff and other state and local agencies, program records, existing date records, state laws, regulations and legislative mandates) as directed by the Deputy Director. • Create descriptive summary reports from complex data gathered for a variety of disciplines (i.e. strategic sourcing and acquisitions, SB/DVBE, and procurement and contract training and policies) and disseminate information. • Advise and coach division management and key staff in the transformation of strategic thinking into tactical planning and implementation on targeted strategic goals. • Support the division’s procurement reform, improvement initiatives, and strategic plans through analysis of project management data and make recommendations to senior management. • Develop multi-media presentations for meetings with stakeholders, departmental management, program staff, and other relevant audiences related to findings of research for the Procurement Division, outlining program implementation, efficiency and effectiveness.
<p>35%</p>	<p>In order to ensure successful execution of the strategic goals as directed by the Deputy Director, applying research methodology and techniques for major research projects and statistical studies of procurement improvement initiatives (i.e. sampling, needs assessments, process and outcome evaluations, survey administration), the incumbent will:</p> <ul style="list-style-type: none"> • Make recommendations and formulate strategic and process improvement changes to the Deputy Director, Purchasing Manager, Branch Chiefs, and managers to determine if the business and strategic planning documentation is adequate to describe the current status and desired future state of PD core products and services. • Provide recommendations to improve overall program operations and suggest procedural changes as necessary to ensure successful execution of the strategic goals. • Work directly with senior management and key staff to define and modify the tactical execution of the division’s Core Business Productions transitions. • Independently prepare various written documents (i.e. technical/final research reports, memorandum, correspondence, interagency agreements, surveys, statistical tables, charts, graphs, etc.) to provide and/or request information for/from Agency, DGS Director and Chief Deputy Director, Deputy Directors, Branch Chiefs, and other DGS senior management, Bureau of State Audits, Legislative Analyst’s Office, and Legislature. • Serve as an advisor to the Deputy Director, Purchasing Manager, Branch Chiefs, and managers on operational, strategic performance and policy issues.
<p>25%</p>	<p>In order to assist the SSM I with the more complex requests for technical data relating to PD’s contracts and facilities requirements, the incumbent will:</p> <ul style="list-style-type: none"> • Write a variety of comprehensive status reports, management summaries, and issue papers supporting pertinent contract issues. The report development process entails compiling evidence, citing facts and data that support the division’s perspective, analyzing plausible alternatives and providing recommendations to management.

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5%	<p>ESSENTIAL FUNCTIONS continued</p> <ul style="list-style-type: none"> • Analyze data and prepare periodic reports on cell phone numbers and usage; ergonomic orders and equipment/furniture. • Serve as lead to the management team, Deputy Director and Branch Chiefs in developing policy briefs by researching and providing empirical data that supports the rationale for selecting a procurement solution or particular course of action. • Create tracking documents for PD contracts and report data to management in order to meet strategic initiatives. <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Research the legal, policy, operational, and fiscal implications of legislation, both independently and with assistance from subject-matter experts in PD programs, Office of Legislative Affairs, and budget office managers. • Provide research and compile data for Budget Change Concepts and Budget Change Proposals. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research.</p> <p>Ability to: Gather, compile, analyze and interpret data; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems; develop and evaluate alternatives; 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 others.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to give high attention to detail, exercise good judgment, and make timely and effective decisions. • Excellent problem solving skills. • Experience interpreting complex laws, rules, and regulations. • Ability to draw logical conclusions and make sound policy recommendations. • Excellent computer skills, including use of Internet and email. • Strong visual presentation graphics skills. • Knowledge of computer databases, spreadsheets, and word processing. • Excellent communication and customer service skills. • Excellent writing skills. • Ability to maintain a high level of confidentiality. • Willingness and ability to accept increasing responsibility. • Ability to work well in a fast-paced environment. • Ability to apply analytical methods and techniques to issues or studies concerning the efficiency and effectiveness of internal and administrative operations, organizations and management. • Fundamental understanding of the Completed Staff Work process. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently; initiative; flexibility; and tact.

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	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to confer and resolve issues without confrontation. • Ability to lead and coach others. • Ability to communicate effectively by speaking and writing in a clear and concise manner. • Ability and willingness to develop and foster relationships with all levels. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> • Adapt to a professional office environment. • Daily and frequent use of a personal computer, utilizing a variety of office software applications. <p><u>Physical Ability</u></p> <ul style="list-style-type: none"> • The job duties require an employee to sit for long periods of time. <p><u>Mental Ability</u></p> <ul style="list-style-type: none"> • Understand written and verbal communication. • Apply proper judgment and understanding to carry out instructions furnished in written, oral, or diagram form. • Requires the ability to manage stress and meet deadlines effectively (requires an individual with demonstrated success in these areas and no history of difficulty maintaining performance under stress).