

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-

11897-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division (PD)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Engineering Branch – West Sacramento	CLASS TITLE Associate Procurement Engineer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-528-3396-010

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 supervising Senior Procurement Engineer, the incumbent is responsible for providing support to state agencies conducting procurements. Analyzing and researching state spend data, industry trends, vendor supply chain, procurement documents and regulatory changes, the Associate Procurement Engineer will develop life cycle costing tools, guidance documents, standards and specification to assist state agencies in conducting best value procurements for 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)
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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 "provide effective leadership to deliver innovative procurement solutions enabling our customers to serve the people of California". DGS employees are to adhere to the Core Values and Employee Expectations, and perform their duties in a way that exhibits and promotes those values and expectations.

The Engineering Branch is responsible for assisting state agencies in describing and developing technical and environmental specifications to acquire quality, cost-effective goods and services. Reviewing the state's integrated financial management system (FI\$Cal) data, the Associate Procurement Engineer will research the current marketplace, review vendor performance, evaluate awarded contracts and conduct life cycle assessments to develop and prioritize strategies and tools for assisting state agencies in achieving competitive best value purchases.

25%

In order to assist state buyers in identifying goods and services that overall offer best value, the incumbent will:

- Analyze spend data, research market trends, evaluate past purchases and vendor supply chain to identify risks and opportunities to improve state procurements.

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

SUPERVISOR'S NAME (Print)

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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<p>25%</p>	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Write reports, guidance documents, purchasing standards and specifications that include appropriate requirements for achieving best value. • Conduct life cycle assessment (LCA), considering vendor and product performance, economic, environment and social impacts to develop life cycle costing tools for comparing competing goods and services. • Collaborate with various stakeholders to develop scoring criteria for identifying best value and measuring sustainable purchasing achievements. . <p>In order to assist PD and state agencies with achieving best value procurements, the incumbent will:</p> <ul style="list-style-type: none"> • Act as the LCA practitioner expert and conduct LCA for goods and services. • Establish key performance indicators to guide the PD staff, management and state agencies in developing comprehensive solicitation documents including Statement of Work (SOW), Deliverables (format and content), and Evaluation Criteria. • Review bid submittals and specifications to measure and score the awarded contract for sustainable purchasing achievements. • Collaborate with the Environmental Preferable Purchasing (EPP), Small Business/Disabled Veterans Business Enterprise, Acquisition and DGS Fleet and Building programs when recommending evaluation criteria, life cycle costing tools and methods to effectively incorporate sustainable purchasing practices into the various acquisition methods including Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quotation (RFQ), and Request for Offer (RFO). • Review and monitor legislation, proposed regulations and third-party certification programs to identify DGS specifications and standards requiring revisions to comply with new technical requirements. • Write comprehensive reports and guidance documents resulting from evaluation of legislation, regulations, state procurements and purchasing data, and changes in industry. Present findings and propose recommendations based on LCA expertise, sustainable purchasing practices and industry research. • Conduct and attend meetings with staff, management, state agency customers, suppliers, manufacturers and sustainability advocates to discuss initiatives and coordinate activities related to measuring success in sustainable purchasing and scoring criteria development. • Provide written and verbal response to LCA related inquiries from PD staff and management as well as other stakeholders. • Review required standards compliance for broadest possible participation from competing vendors. • Identify supply chain risks and recommend key performance indices for commodities and supply chains associated with potential economic and social impacts such as conflict of interests, fair trade, forced labor, diversity/equal opportunity and social and environmentally responsibility. • Guide PD staff and management and state agencies based on economic input/output of state spend, LCA outcomes and industry trends to define acceptable vendor, products and services.
<p>25%</p>	<p>In order to ensure state purchases are in compliance with current regulations, applicable standards, and policies for reducing environmental, social and economic impacts, the incumbent will:</p> <ul style="list-style-type: none"> • Gather information and monitor new development of regulatory programs, such as the California Environmental Protection Agency Environmental Justice and Climate Action Programs, California Transparency in Supply Chain Act, US Department of Labor Bureau of International Affairs, US Department of Economic Analysis Bureau of Economic Analysis,

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	<p>ESSENTIAL FUNCTIONS continued</p> <p>California Department of Toxic Substance Control Safer Consumer Products and Green Business Programs, California Air Resources Board's (CARB) air emission programs, California Energy Commission's (CEC) Appliance Efficiency Program, and CalRecycle's State Agency Buy Recycled Campaign (SABRC) program; and other well recognized industry organizations, such as the Sustainable Purchasing Leadership Council (SPLC) and US Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system.</p> <ul style="list-style-type: none"> • Review Executive Orders and Management Memos to identify potential effects on DGS purchasing standards and recommend necessary changes in procurement practices and approach. • Work in cooperation with other agencies and organizations as appropriate to conduct technical research, apply technical expertise and collaborate with subject matter experts to recommend actions, directives or legislation that may be warranted to ensure progress is consistent with California Sustainability Initiatives such as those to reduce greenhouse gas emissions, improve energy efficiency and LEED certification of state buildings, increase Environmentally Preferable Purchasing and sustain California's economic vitality through SB/DVBE participation in state procurements. • Work with EPP program staff, industry experts and environmental organizations to identify products with potential environmental benefits by inquiries, research, and participation in subject matter discussions. <p>20% In order to promote and instill the importance of best value procurements throughout state government, the incumbent will:</p> <ul style="list-style-type: none"> • Participate in the development and dissemination of life cycle costing tools, evaluation and recognition of third-party certification programs, qualified vendor and product lists, guidance documents, course materials and seminar presentations. • Conduct workshops, as well as public presentations, using LCA expertise, life cycle costing knowledge, individual creative talent, interpersonal skills, electronic media, presentation software and word processing software. • In collaboration with EPP program staff, report annually on state agencies sustainable purchasing metrics and best value procurement achievements, EPP purchasing practices and recommendations for improvements. Provide assistance in setting and sustainable purchasing metrics and goals for strategic planning activities. <p>5% MARGINAL FUNCTIONS</p> <p>In order to support the PD's efforts in advancing public procurement sustainability, the incumbent will:</p> <ul style="list-style-type: none"> • Provide assistance to develop benchmarks and metrics to measure potential economic, social and environmental impacts relating to suppliers and supply chain management. • Maintain competency in engineering, social and environmental issues by staying abreast of immersing industry technologies by completing 15 continuing education hours annually. • Maintain expertise as an LCA practitioner. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Engineering mathematics, engineering fundamentals, methods of physical and chemical testing of raw and finished products; statistical methods of data reduction and presentation; sample methods by variance and attributes; testing methods, machines and equipment used in chemical and physical measurement involving factors such as spectroscopy,</p>

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	<p>viscometry, tensile strength, dielectric properties, dimensional tolerance and opacity, testing methods and limitations as to repeatability, accuracy and reliability; purchasing standard and specification development, legal aspects of rejecting nonconforming purchases; Uniform Commercial Code; and basic principles of effective leadership and training.</p> <p>Ability to: Make engineering computations; analyze design capabilities of scientific equipment, determine compliance with written specifications and determine relevance of deviation from specifications with respect to utility, suitability and usage; prepare accurate and concise reports; speak and write effectively; and develop accurate and concise standards of specifications reflecting product suitability, adaptability and utility of items in relation to their use; and serve in a lead capacity over other technical personnel.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Life Cycle Assessment Certified Professional • USGBC LEED Green Associate Certification • Supply Chain Management Certification • Knowledge of Public Contract Code, Government Code, Business and Professions Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code. • Knowledge of Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quotation (RFQ), and Request for Offer (RFO) development processes. • Knowledge of Life cycle costing, ISO standards, LCI, LCIA, Project management, Data quality management, Post-impact calculations, LCA modeling/software, Statistics, Ethics, and Emerging issues • Knowledge of software integrations. • Familiarity with Procurement specification development. • Familiarity with FI\$Cal system, state procurement processes and State protest process. • Proficiency with personal computer and appropriate software programs and the internet. • 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 and provide objective overview of situations • Willingness to accept challenges, handle multiple projects simultaneously • Ability to effectively handle stress and meet 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. • Travel throughout the State to survey State agencies and suppliers. • Frequent 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.