

**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.

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**RPA-9674 PD**

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division (PD)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Master Unit 1 – West Sacramento	CLASS TITLE Senior EDP Acquisitions Specialist (Technical)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 <sup>rd</sup> Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-1368-932

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 direction of the Sr. EDP Acquisitions Supervisor in the Master Agreements Unit, the incumbent coordinates and controls all aspects of the most complex information technology acquisitions for goods and services through the solicitation and administration of Master Service Agreements / Cooperative Agreements.

% 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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35%	<p><b>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.</b></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 work to be accomplished in accordance with the State Administrative Manual (SAM), State Information Management Manual (SIMM), State Contracting Manual, Public Contract Code, applicable Government Codes and regulations, Management memos, Executive, Order, and other DGS Procurement Division policies.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to meet the purchasing needs for the State of California, independently facilitates the statewide procurement process for the most difficult and sensitive acquisitions by developing solicitation documents and bid specifications for both competitive and non-competitive large, complex, statewide Master Agreements/Cooperative Agreements for information technology (IT) and non-information technology acquisitions.</p> <ul style="list-style-type: none"> <li>• Lead and participate on large procurement sourcing teams consisting of purchasing officials from multiple states in the development of cooperative solicitations.</li> <li>• Analyze department requests for special requirements specific to the commodity and/or services by reviewing the technical specifications for completeness and accuracy, administrative requirements, quantity, delivery terms, estimated costs, acceptance criteria, suppliers, etc.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Diane Leung	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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30%	<p><b>ESSENTIAL FUNCTIONS continued</b></p> <ul style="list-style-type: none"> <li>• Meet with subject matter experts, including engineers and other high-level departmental representatives, to advise and discuss pertinent facts and desired levels for establishing State standards and specifications, as well as, to develop procedures and verification methods for product and/or service.</li> <li>• Conduct research to prepare necessary documentation by contacting high-level agency personnel, such as office or program managers, office chiefs, branch managers, deputy directors, verbally and in writing.</li> <li>• Develop solicitation and other procurement documents based on outcome of meetings with State agency representatives. Utilize the State eProcurement system, Microsoft Word and Microsoft Excel for the development of the solicitation, contract language, and support documents.</li> </ul> <p>In order to conduct the most complex and sensitive IT statewide Master Agreement/Cooperative Agreement solicitations facilitates the reconciliation and resolution of supplier/state issues relative to technical and administrative requirements while maintaining competition (as applicable).</p> <ul style="list-style-type: none"> <li>• Lead statewide and multistate teams to develop customized solicitation documents by directing the procurement planning phase, bidder conferences, on-site inspections, confidential discussions, and protests and is responsible for team decisions.</li> <li>• Ensure the state department's needs are met by extending efforts to secure suppliers' competition and compliance to the solicitation and develop alternative selection evaluation models unique to individual acquisitions.</li> <li>• 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 through communication and concurrence from the Senior EDP Acquisition Specialist (Supervisor) and the department's legal counsel.</li> <li>• Lead statewide and multistate 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, or working level contacts, etc., or supplier, on-site at PD 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 include, among other things, reviewing bid costs, specification compliance, delivery terms, brand and models offered, and compliance with California's General Provisions, and prepares recommendation for signature of the Deputy Director.</li> </ul>
20%	<p>In order to assist clients in determining the most appropriate IT acquisition methodology and/or procedures, provides IT acquisition consulting services in accordance with applicable policies, manuals, laws and rules.</p> <ul style="list-style-type: none"> <li>• Advise state departments on the appropriate IT procurement processes and applicable Government Code sections and regulations including steps to achieve an award by meeting with State agency contracting officials, buyers, or working-level contacts on-site at PD and occasionally off-site at the requesting State department's location.</li> <li>• Advise suppliers 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 with private sector executives.</li> </ul>
10%	<p>In order to assure continuous improvement of the IT acquisition processes, completes special projects as assigned that may be administrative in nature as instructed by the Senior EDP Acquisition Supervisor.</p> <ul style="list-style-type: none"> <li>• Process Public Records Act (PRA) requests for IT acquisitions by identifying the types of documents required and establishing timelines to meet all statutory and division policies. Retrieve documents and transmit to division PRA coordinator and legal counsel.</li> <li>• Develop and/or recommend improved acquisition tools and techniques to enhance the 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>• Provide advice and guidance on legislative changes, regulatory changes, and new policies and/or procedures that impact IT purchasing and contracting services by meeting with State agency contracting officials, buyers, or working-level contacts on-site at PD and occasionally off-site at State department's location.</li> <li>• Develop policies and procedures for Master Agreements, as directed by the Senior EDP Acquisition</li> </ul>

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5%	<p>Specialist (Supervisor) to ensure that the unit continues to meet the needs of its customers; lead team of co-workers to assess needs and identify most effective/efficient process to follow.</p> <p><b>MARGINAL FUNCTIONS</b> Other related work</p> <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> <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 the Information Technology Procurement Plan process, Feasibility Study Report requirements, and State protest process</li> <li>• Proficiency with MS Word, Excel, and PowerPoint</li> <li>• Familiarity with IT trends</li> <li>• Knowledge of WSCA-NASPO, CAPPO and NCMA</li> <li>• Ability to write comprehensively</li> <li>• Ability to communicate with all levels of management including executive staff, peers, attorneys, and external customers</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</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> <li>• Willingness to accept challenges, and handle multiple projects simultaneously</li> <li>• Ability to effectively handle stress and deadlines</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> </ul>

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	<ul style="list-style-type: none"><li>• Frequent use of a 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>• 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.</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>• Occasional use of laptop computer</li><li>• Effectively handle stress and deadlines</li></ul>