

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 **16/17-007**
BCSHA

EFFECTIVE DATE:

| | | | |
|--|--|---|-------------|
| DGS OFFICE OR CLIENT AGENCY Business, Consumer Services & Housing Agency | | POSITION NUMBER (Agency - Unit - Class - Serial) | |
| UNIT NAME AND CITY LOCATED Office of the Secretary | | CLASS TITLE Associate Governmental Program Analyst | |
| WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m. | | SPECIFIC LOCATION ASSIGNED TO 915 Capitol Mall, Suite 350A, Sacramento | |
| PROPOSED INCUMBENT (If known) | | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 338-100-5393-001 | |
| 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 Staff Services Manager II, at the Business, Consumer Services and Housing Agency, (BCSH) this position is responsible for a variety of complex technical administrative and analytical staff services functions. | | | |
| % 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> | | |
| 25% | <p>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.</p> <p><u>DUTIES</u> <i>This position works closely with the Department of General Service (DGS), Contracted Fiscal Services (CFS) that offers comprehensive financial services (e.g., accounting and budgeting). Incumbent will be performing all duties relating to the Agency's budget and accounting.</i></p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Budget In order to ensure accurate and timely reporting on the Agency's budget, the incumbent will:</p> <ul style="list-style-type: none"> • Collaborate with DGS/CFS to ensure all required budget documents are accurate and submitted timely to applicable control agencies. • Compiles, analyzes, reviews and reconciles monthly and quarterly budget reports to ensure any associated costs are within the Agency's appropriation. • Create and provide summarized reporting for executive staff using complex excel templates to forecast agency budget projections. | | |
| 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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| 20% | <p><u>ESSENTIAL FUNCTIONS (continued)</u></p> <p>Procurement Services In order to facilitate purchasing activities for the Agency that are in compliance with procurement policies and procedures, the Purchasing Authority Manual (PAM) and the State Contract Manual, the incumbent will:</p> <ul style="list-style-type: none"> • Review and monitor business operations of the Agency, to determine and make recommendations to management on the various purchasing needs. • Analyze and determine the appropriate solicitation method for securing a vendor for various services. • Prepare and execute purchase orders through FI\$Cal. • Ensure all purchasing is in compliance with state rules and policies. • Track and maintain all purchase orders and reconcile balances on a monthly basis. • Assess and investigate vendor disputes in order to resolve issues pertaining to purchasing. • Prepare and submit all required annual reports pertaining to procurement activities. • Works with DGSs Procurement Division on all complex procurement matters for BCSH. |
| 15% | <p>Contracts In order to facilitate contracted services activities for the Agency that are in accordance with the California Public Contract Code, State Contract Manuals and the State Administrative Manual, the incumbent will:</p> <ul style="list-style-type: none"> • Determine, based on business needs of the Agency, the appropriate type of contract and procurement method. • Prepare and administer all Agency contracts. • Develop and prepare solicitation packages, evaluate bid proposals and award the procurement. • Submit required advertisements to the State Contracts Registry system. • Analyze, prepare, and review contracts for conformity to state requirements. • Review and monitor contracts and initiate amendments, extensions and new contracts as appropriate. • Track all contract activity records, reports and correspondence. |
| 15% | <p>Invoicing In order to maintain the Agency's financial records and ensure invoices are paid in accordance with DGS/CFS, FI\$Cal and State Controller's Office requirements, the incumbent will:</p> <ul style="list-style-type: none"> • Process, audit and reconcile all invoices through FI\$Cal. • Code invoices to ensure accurate accounting of expenditures through FI\$Cal. • Ensure invoices are in accordance with the purchase order or contract. • Resolve any billing discrepancies with vendors and serves as the liaison with the DGS/CFS to ensure that all services are paid for timely. • Respond to vendor calls and questions. • Prepare and reconcile vendor payment and stock received files. • Prepare, analyze, process and resolve dispute notifications to vendors and maintain records of the State Controller's Office paid claims and Vendor Date Records files. |
| 10% | <p>Facilities In order to serve as the Facilities Coordinator for the Agency, the incumbent will:</p> <ul style="list-style-type: none"> • Coordinate with DGS building management on a variety of building/tenant issues. • Work with Agency employees to resolve problems ranging from telephone assistance, temperature control issues, moving offices, etc. |

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| 10% | <p>Human Resources</p> <p>In order to serve as the back-up to the Administrative Operations Manager for human resources functions for the Agency, the incumbent will:</p> <ul style="list-style-type: none"> • Work with the DGS, Office of Human Resources (OHR) to ensure that all applicable human resource tasks are completed accurately and efficiently for Agency employees, including, but not be limited to, appointments, promotions, demotions, terminations, separations, layoffs, retirement, health benefits, and worker's compensation. |
| 5% | <p>Annual Reports</p> <p>In order to keep the Agency in compliance for required annual reports, the incumbent will:</p> <ul style="list-style-type: none"> • Track, manage and prepare any required annual reports. Includes, but not limited to the State Agency Waste Reduction, Workforce Analysis, Small Business/Disabled Veterans Business Enterprise, Late Penalty Report and Disability Hiring and Upward Mobility Reports. <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Attend training classes as needed, to comply with requirements of FI\$Cal. • Performs other duties as required to ensure success of the FI\$Cal program in coordinate with CFS. • Provide direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure work is completed accurately and timely. • Serve as the point of contact for all administrative tasks and handle as appropriate. • Serve as back-up for various office functions to include, but not be limited to the following: answering phones; taking messages; making copies; taking documents to the Governor's Office; scheduling appointments and other duties as assigned. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with departments/agency staff and others contacted in the work; reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; 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 those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Experience with fiscal modeling methodologies, statistical analysis, and fiscal computer systems, including spreadsheets and data bases. <p>SPECIAL PERSONAL CHARATERISITICS</p> <ul style="list-style-type: none"> • Ability to act independently. • Open-mindedness, flexibility and tact. |

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| | <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Work well in a team setting and provide conscientious and appropriate leadership. • Manage strict deadlines and changing priorities. • Focus attention to details and accuracy. • Provide the highest level of customer service in all situations. • Work well in a fast paced environment. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Dress appropriately for a professional office environment. • Possess excellent communications skills, both oral and written, with a diverse community: individuals with varied experiences, perspectives and backgrounds; the general public; private sector professionals; and, people of various levels of responsibility within state government, including members of the Governor's Office, Legislature and their representatives. • Handle stress and meet deadlines effectively. |