



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Research Data Specialist I	Unit Office of the Small Business Advocate	Name Vacant
Working Title Procurement Data Specialist	Position Number 373-102-5742-001	Effective Date TBD

GENERAL STATEMENT:

The Office of the Small Business Advocate is established in statute with a number of specified duties to serve as the lead office on entrepreneurship providing small businesses in the State of California with the information and resources needed to succeed in the marketplace and serving as the principal advocate in the state on behalf of small businesses and working. The Procurement Data Specialist is independently responsible for collecting and conducting the most complex statistical data analysis and research on the state's contracting and purchasing trends for goods and services, to identify opportunities for California's diverse small business sector, in accordance with the guidelines of DGS and the published directives within the state of California's statutory, regulatory, policy and procedural requirements.

The Procurement Data Specialist will receive general direction from the Grants Program Supervisor and the Director, Office of the Small Business Advocate. The position responsibilities will include the following:

ESSENTIAL FUNCTIONS:

40%	<ul style="list-style-type: none">• Support the development and coordination of state-wide procurement analysis activities for stakeholders, as well as interested parties such as industry groups and associations.• Provide dedicated cross-unit administrative support to the Equity First Procurement program.• Field agency and private sector meeting requests and setting up meetings (leveraging multiple units time where appropriate), helping identify cross-agency opportunities, taking and sharing notes, managing and responding to speaking requests, assisting in organizing travel, etc.• Independently researches strategic planning efforts and provides transparency to the State's contracting and purchasing trends in SB/DVBE by conducting and managing supplier diversity data collection and data analysis, creating and analyzing systems and processes to identify underutilized/underrepresented businesses, preparing written
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reports and formulating recommendations to OSBA management.

- Independently support memoranda of understanding with external stakeholders, advocates, liaisons, agencies, and departments – process invoices, track deliverables, etc.
- Prepares written materials, reports and summaries tailored for different audiences, to explain the data quality and consistency problems to be solved, approaches to doing so, and progress toward established quality and consistency benchmarks.
- Perform data collection and data management functions for reporting on a periodic and annual basis. AB2019 requires CalOSBA’s annual report to include details regarding the office’s activities to support procurement participation by small businesses, microbusinesses, disabled veteran business enterprises, and businesses owned by women, minorities, or members of the LGBTQ community that also qualify as a small business, microbusiness, or disabled veteran business enterprise, as well as compliance and implementation of specified action plans and policies by state agency liaisons and advocates. AB2019 also requires each state agency to provide information regarding its activities to the advocate upon request. CalOSBA is statutorily mandated to provide its annual report to the Governor and Legislature.
- Independently provides evaluation and research technical assistance to various stakeholders in order to support the overall AB2019 evaluation goals. AB2019 requires each small business liaison to do the following:
 - Develop an “economic equity first” action plan (herein referred to as the “action plan”) and policy for the agency to provide, among other things, direction, recommendations, and strategies as to how to ensure that small businesses, as specified, are effectively involved and benefiting from the agency’s procurement process.
 - The Action Plan and policy needs to be adopted by January 1, 2024.
 - Include, as part of a general outreach effort to all small businesses, education, outreach, and stakeholder engagement with representative business organizations and business enterprises owned by women, minorities, and members of the LGBTQ community.
 - Requires CalOSBA’s annual report to include details regarding the office’s activities to support procurement participation by small businesses, microbusinesses, disabled veteran business enterprises, and businesses owned by women, minorities, or members of the LGBTQ community that also qualify as a small business, microbusiness, or disabled veteran business enterprise, as well as compliance and implementation of specified action plans and policies by state agency liaisons and advocates.
 - Requires each state agency to provide information regarding its activities to the advocate upon request.

35%	<ul style="list-style-type: none"> • Support development and implementation of tools and strategies to facilitate California’s effort to meet its 25% procurement goal with small businesses, especially those in marginalized and underrepresented business groups. • Assists in the development and coordination of state-wide procurement analysis activities for stakeholders, as well as interested parties such as industry groups and associations. • Develop and implement procurement tracking mechanism and formalize a network of advocates and liaisons representing their agencies and departments. • Prepare summaries of research findings and presentations for management. • Respond to data requests using public data or project-specific summaries.
20%	<ul style="list-style-type: none"> • Coordinate with OSBA outreach and engagement team to develop and update relevant resources, including website content, summary documents, advocate and liaison information, stakeholder communication emails, etc.; and identify opportunities to leverage state equity investments in procurement. • Conduct research on a variety of entrepreneurship and small business topics as needed. • Prepares user-friendly reports and data for publication on internet and intranet sites and develops and maintains systematic tracking and reporting guidelines for the advocates and liaisons as required by AB2019. • Create metrics for performance and reporting progress against the state mandated goal.
5%	<ul style="list-style-type: none"> • Participates in off-duty emergencies related to AB2019 activities in order to maintain critical processes and programs under the direction of existing policies and procedures and to ensure continued operations.

PUBLIC CONTACT

During the course of work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

The Procurement Data Specialist will receive general direction from the Grants Program Supervisor and the Director, Office of the Small Business Advocate.

CONSEQUENCE OF ERROR

It is imperative that the incumbent is always tactful when dealing with management, other staff, incoming calls and visitors. Lack of tactfulness could result in disciplinary actions against incumbent.

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

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Procurement Data Specialist, Office of the Small Business Advocate	Date

Employee's Printed Name:

Supervisor's Signature:

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Assistant Deputy Director, Office of the Small Business Advocate	Date

Supervisor's Printed Name:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles
- Proficiency with MS Office – Excel, Word, Outlook, PowerPoint, Photoshop
- Proper filing techniques to create and maintain an organized system to store and retrieve hardcopy and electronic information
- Office procedures (e.g., filing, answering phones, reception duties, supply ordering, office equipment maintenance)
- Proper spelling, grammar, punctuation and sentence structure to ensure that written materials are complete and accurate

Ability to:

- Strong analytical skills with the ability to extract information from complex datasets and to identify patterns, trends, and anomalies.
- Follow oral and written directions
- Read and write English at a level required for successful job performance
- Keep complex records and files organized
- Meet and deal tactfully with the public, through phone, email, or in person
- Prepare correspondence independently utilizing proper vocabulary, grammar and spelling; communicate effectively
- Type at a speed of not less than 50 words per minute
- Learn new programs and systems as they are developed for OSBA grant programs

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Ability to communicate effectively, verbally, in writing, and through data visualization, to individuals and groups with diverse skillsets and backgrounds.
- Ability to plan and carry out projects
- Prepare and present technical reports
- Establish and maintain cooperative and harmonious relationships with others
- Work effectively with professional, technical, and support personnel
- Analyze situations accurately and take effective action; and
- Establish and maintain project priorities.