



Office of the State Public Defender
Position Duty Statement
 HR- 5393 (10/2022)

Current

Classification Title Associate Governmental Program Analyst		Department Office of the State Public Defender (OSPD)	
Working Title Contract/Procurement Analyst		Office/Unit/Section/Geographic Location Sacramento / Administrative Services Division / Fiscal and Business Services	
Position Number 426-011-5393-901		Name and Effective Date	
WWG: 2	CBID: R01	Tenure: P	Time Base: FT

General Statement:

Under the direction of the Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) serves as procurement and contracting subject-matter expert in a more responsible and complex technical assignment. The AGPA is primarily responsible for Indigent Defense Improvement Division (IDID) and Information Technology (IT) procurement and contracting activities including the development and maintenance of competitive and non-competitive procurement and contract documents for the agency. Duties include but are not limited to:

Specific Tasks [Essential (E) / Marginal (M) Functions

50% **(E)** Independently develops, reviews, and processes agency contract and procurement packages, including justifications, and specific scopes of work, through the approval process for competitive and non-competitive activities. Serves as primary Contracting Analyst for IDID & IT Divisions within OSPD. Processes the more complex information in both FISCAL and the agency's internal database. Independently develops and prepares Invitation for Bid, Request for Proposal, and Request for Offer packages, as needed, and advertises when required. Provides guidance to subordinate staff on procurement activities. Provides timely contract activity reports to legal staff on fiscal status of contracts (e.g., contracts scheduled for reversion by fiscal year-end).

35% **(E)** Works closely with Small Business /Disabled Veterans Business Enterprise Advocate and Micro Business Advocate for the agency. Advises staff on the more complex requirement surrounding the use of the special vendor classifications and encourages the use of the programs to reach our required business goals. Utilizes and applies rules related to Master Service Agreements, Leveraged Procurement Agreements and California Multiple Award Schedules on behalf of the agency

Acts as primary advisor to Sacramento and Oakland IDID staff on the more complex contracting rules and procedures. Updates and maintains Procurement Desk Manual and OSPD Policy and Procedure Manual.

Coordinates excess property and equipment disposition process for the agency, which includes maintaining accurate and trackable records for equipment surveyed on behalf of the agency.

Acts as the Records Management Coordinator. Responsible for the transfer process to store and retrieve legal documents and exhibits for attorney case management. Must maintain accurate data on records management for the agency. Responsible for the accuracy of, and the reporting of, the Annual Records Holding report and the Record Retention Schedule.

- 10% **(E)** Reviews and process all contract-related invoices for payment by the agency. Monitors contractor expenditures for accuracy and appropriateness
- 5% **(M)** Provides backup support to other Fiscal & Business Services unit activities and functions. Performs other duties as requested by management.

Supervision Received

The incumbent reports directly to and receives assignments from the Chief, Fiscal and Business Services. With Supervisor approval, incumbent may also receive assignments directly from other Senior Management Staff.

Supervision Exercised

None

Administrative Responsibility

As outlined in the specific tasks of the position.

Personal Contacts

The incumbent has contact with the Department of General Services staff (Office of Legal Services, Purchasing Authority, Procurement, etc.), FI\$Cal staff, contractor staff, vendors and agency Indigent Defense Improvement Division and other OSPD staff.

Actions and Consequences

Failure to adequately perform these duties can inhibit other employees from doing their job as efficiently and effectively as possible. In addition, failure to adequately perform these duties could put the agency at risk of losing its delegated contracting and procurement authority and interfere with the agency's ability to fulfill its mission.

Functional Requirements

The incumbent must possess functional knowledge of the State Administrative Manual (SAM) and State Contracting Manual. The incumbent must have effective written and verbal communication skills and proficiency in using a personal computer, using computer programs such as Outlook, Word, FI\$Cal (PeopleSoft Module), FileMaker Pro, Excel, and Adobe in an efficient and effective manner. The incumbent must also be able to work cooperatively with all levels of staff within OSPD and with private industry. The incumbent must be able to meet deadlines while handling multiple tasks with varying timeframes. Additionally, the incumbent must have the ability to work with a wide range of individuals in a tactful and courteous manner and use good judgment.

The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office and annually thereafter. The incumbent works in a team environment; maintains security and confidentiality of private and confidential information in compliance with applicable laws; communicates effectively and follows oral and written directions; analyzes work situations accurately, makes sound decisions and takes effective action.

Other Knowledge, Skills, and Abilities

The incumbent works 40 hours a week most of the time stationary, under fluorescent lighting, utilizing virtual platforms such as Microsoft Teams and Zoom; utilizes typical office equipment, including, but not limited to, telecommunications equipment, computers, photocopiers/scanners, shredders, and fax machines; occasionally moves and lifts boxes up to 40lbs.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Printed Name

Employee Signature

Date

I certify that this duty statement represents the current and accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Printed Name

Supervisor Signature

Date