

DUTY STATEMENT - ADMINISTRATION

DGS OHR 907A (Rev. 08/2021)

 Current Proposed

RPA NUMBER 23108	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Administrative Office	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m. to 5:00 p.m.	POSITION NUMBER 306-072-5393-002	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE Procurement Resource Liaison	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

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.

POSITION CONCEPT

Under direction of the Staff Services Manager I, this position is primarily responsible for tracking and submitting purchase requests for Enterprise Technology Solutions (ETS), completing incidental purchases using a CalCard, maintaining the data integrity of the procurement database, and completing special projects and other administrative tasks as needed.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	<p>Contract Analyst - Combo Task</p> <p>Researches, analyzes, and prepares the most complex contract requests for goods and services for ETS by consulting with program staff to determine their needs, identifying and determining the appropriate type of contract, preparing justifications, memorandums, required documents, initiating and processing supporting documentation, and developing, amending and renewing contracts and scopes of work in order to submit complete contract requisition package documents to the Office of Business and Acquisition Services, to ensure all contracts are executed accurately and timely, in accordance with state purchasing policies, procedures, and guidelines, utilizing FI\$Cal, ServiceNow, SharePoint, MS Office Suite applications, and other related software or tools.</p>
25%	<p>Update and audit the ETS procurement database by collaborating with procurement staff, regularly checking procurement submissions and updating records in order to maintain data integrity to ensure reports pulled from the database are accurate and renewal data is correct utilizing SharePoint Online, ServiceNow, FI\$Cal, and the Microsoft Office Suite.</p>
20%	<p>Special Projects</p> <p>Participates in special projects and assignments of the most complex difficulty related to purchasing</p>

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	by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.
15%	Incidental Purchasing Orders incidental goods for ETS upon request or by tracking and maintaining inventory, and purchasing from approved vendors, executing the bidding process when required, receiving and distributing shipments, and reconciling statements and receipts in Financial Information System for California, using assigned Procurement Card (CalCard) or ServiceNow in order to procure the supplies necessary for staff to perform essential functions to ensure compliance with CalCard policies, procedures and manual.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Perform miscellaneous administrative duties and provide back-up assistance for other administrative staff when they are absent or on assignment by attending team meetings and addressing impromptu customer requests, utilizing ServiceNow, Outlook, MS Teams, and other collaborative tools in order to foster a supportive team atmosphere and to ensure excellent customer service.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework 5 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED