

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-5157-810				
UNIT NAME AND CITY LOCATED Acquisitions Management Section Business Services – Elk Grove, CA		CLASSIFICATION TITLE Staff Services Analyst (General)				
		WORKING TITLE Procurement Analyst				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) (General) performs the less difficult and less complex analytical work in the acquisitions program. The SSA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the CCHCS in an ethical and professional manner. Travel may be required.</p> <p>The Acquisitions Management Section (AMS) is responsible for oversight of statewide acquisitions of non-Information Technology (non-IT) health care (medical, mental health, and dental) goods and support services, associated strategic acquisitions, and enterprise-wide asset management.</p> <p>Acquisitions Services, includes:</p> <p><b>Procurement Services:</b> Responsible for processing all institutional and headquarters non-IT health care procurement requests and associated tasks.</p> <p><b>Contracts Services:</b> Responsible for processing all institutional and headquarters non-IT health care support services contracts and associated tasks.</p> <p><b>Enterprise Asset Management (EAM):</b> EAM is responsible for enterprise-wide asset lifecycle functions, including but not limited to those involving inventory, storage, identification, and disposal.</p>						
% 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 addition sheet if necessary)					
	<b>ESSENTIAL FUNCTIONS</b>					

40%	Processes, reviews, and recommends approval of the less complex non-Information Technology acquisition requests initiated by institutions, regions, and headquarters staff. Reviews the requests to assess accuracy, completeness, and compliance with all policies, as well as determine the best price value. Meets with program, budgets and other support staff regarding justification, specifications, scopes of work, and expenditures for health care goods and/or health care support services.
30%	Develops the less complex solicitations, Request for Proposals, Request for Quotations, Request for Offers, and Invitation for Bids. Assists in interpreting and applying appropriate statutes, regulations, and state and CCHCS policies and procedures, to ensure that appropriate acquisition methods are used and in compliance with laws and regulations governing state acquisition processes. Assists in completing less complex acquisition requests utilizing Non-Competitively Bid, Limit to Brand, and/or Purchase Estimate processes. Analyzes and provides final CCHCS review of contracts requiring control agency approval. Ensures assigned contract responsibilities and activities conform to contract laws, rules, policies, and regulations. Makes contract awards and develop contracts for goods and/or services. Utilizes the Systems, Applications and Products (SAP), web-based contract management tools, to create and/or modify purchase orders and purchase requisitions, maintain supplier information, and process other SAP transactions.
15%	Acts as liaison with various state agencies including the Department of General Services, Office of Legal Services, Procurement and Traffic Management Divisions, California Department of Corrections and Rehabilitations, Support Services Division, and suppliers/contractors who sell products or services to the State.
10%	Interviews suppliers/contractors and their agents to determine if products/services meet CCHCS requirements. Investigates supplier complaints, and takes necessary action to arrange for adjustments on incorrect, damaged, or substandard items and/or service performance.
5%	Generates and responds to correspondence from suppliers and other state agencies regarding acquisition procedures and/or issues affecting state acquisitions, and completes a variety of administrative assignments (e.g., data reports to control agencies, etc.). Performs other related duties as required. Travel may be required.
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> 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><i>Ability to:</i> 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><b>DESIRABLE QUALIFICATIONS</b></p> <p>Strong analytical skills, decision-making, customer service, excellent oral and written communication, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner; ability to conduct research and analysis utilizing available resources; ability to work with staff at all levels in the organization; and ability to organize/priorities workload to meet demands. Knowledge of Microsoft Applications such as Word, Excel, Outlook and</p>	

<p>Visio. Knowledge of, or certifications in, emergency preparedness or business continuity. Work cooperatively with others, and maintain regular, consistent, and predictable attendance.</p> <p><b>OTHER DOMAINS</b> Not Applicable</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b> Not Applicable</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b> Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>		
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-5393-810				
UNIT NAME AND CITY LOCATED Acquisitions Management Section Business Services – Elk Grove, CA		CLASSIFICATION TITLE Associate Governmental Program Analyst				
		WORKING TITLE Procurement Analyst				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP 2	CBID R01	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs the more difficult and complex analytical work in the acquisitions program. The AGPA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the CCHCS in an ethical and professional manner. Travel may be required.</p> <p>The Acquisitions Management Section (AMS) is responsible for oversight of statewide acquisitions of non-Information Technology (non-IT) health care (medical, mental health, and dental) goods and support services, associated strategic acquisitions, and enterprise-wide asset management.</p> <p>Acquisitions Services, includes:</p> <p><b>Procurement Services:</b> Responsible for processing all institutional and headquarters non-IT health care procurement requests and associated tasks.</p> <p><b>Contracts Services:</b> Responsible for processing all institutional and headquarters non-IT health care support services contracts and associated tasks.</p> <p><b>Enterprise Asset Management (EAM):</b> EAM is responsible for enterprise-wide asset lifecycle functions, including but not limited to those involving inventory, storage, identification, and disposal.</p>						
% 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 addition sheet if necessary)					

<b>ESSENTIAL FUNCTIONS</b>	
<b>40%</b>	Processes, reviews, and recommends approval of the more complex non-Information Technology acquisition requests initiated by institutions, regions, and headquarters staff. Reviews the requests to assess accuracy, completeness, and compliance with all policies, as well as determine the best price value. Meets with program, budgets and other support staff regarding justification, specifications, scopes of work, and expenditures for health care goods and/or health care support services.
<b>30%</b>	Independently develops solicitations, Request for Proposals, Request for Quotations, Request for Offers, and Invitation for Bids. Interprets and applies appropriate statutes, regulations, and state and CCHCS policies and procedures, to ensure that appropriate acquisition methods are used and in compliance with laws and regulations governing state acquisition processes. Independently completes more complex acquisition requests utilizing Non-Competitively Bid, Limit to Brand, and/or Purchase Estimate processes. Analyzes and provides final CCHCS review of contracts requiring control agency approval. Ensures assigned contract responsibilities and activities conform to contract laws, rules, policies and regulations. Makes contract awards and develop contracts for goods and/or services. Utilizes the Systems, Applications and Products (SAP), web-based contract management tools, to create and/or modify purchase orders and purchase requisitions, maintain supplier information, and process other SAP transactions.
<b>15%</b>	Acts as liaison with various state agencies including the Department of General Services, Office of Legal Services, Procurement and Traffic Management Divisions, California Department of Corrections and Rehabilitations, Support Services Division, and suppliers/contractors who sell products or services to the State.
<b>10%</b>	Interviews suppliers/contractors and their agents to determine if products/services meet departmental requirements. Investigates supplier complaints and takes necessary action to arrange for adjustments on incorrect, damaged, or substandard items and/or service performance.
<b>5%</b>	Generates and responds to correspondence from suppliers and other state agencies regarding acquisition procedures and/or issues affecting state acquisitions, and completes a variety of administrative assignments (e.g., data reports to control agencies, etc.). Performs other relate duties as required. Travel may be required.
<b>KNOWLEDGE AND ABILITIES</b>	
<p><i>Knowledge of:</i> 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><i>Ability to:</i> 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>	
<b>DESIRABLE QUALIFICATIONS</b>	
Strong analytical skills, decision-making, customer service, excellent oral and written communication, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner; ability to conduct research and analysis utilizing available resources; ability to work with staff at all levels in the organization; and ability to organize/priorities	

	<p>workload to meet demands. Knowledge of Microsoft Applications such as Word, Excel, Outlook and Visio. Knowledge of, or certifications in, emergency preparedness or business continuity. Work cooperatively with others, and maintain regular, consistent, and predictable attendance.</p> <p><b>OTHER DOMAINS</b> Not Applicable</p> <p><b>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</b> Not Applicable</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b> Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p>	
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p><b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p>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.</p>		
<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>