

**DUTY STATEMENT**

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Employee Name: Vacant	Current Date: May 2024
Classification: Associate Governmental Program Analyst	Position #: 673-820-5393-812
Division/Office: FSD / Acquisitions Branch Section B	CBID: R01
Section: Acquisitions Branch, Section B, Unit D	
Supervisor Name: Michele Han	Supervisor Classification: Staff Services Manager I

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents my assigned duties.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION: The Mission of the Acquisitions Branch (AB) within the Fiscal Services Division (FSD) is to ensure funds are spent following the Department of General Services (DGS), the Department of Finance (DOF), the State Controller's Office (SCO), the Federal Office of Management and Budget (OMB) circular policies and mandates and funds are expended on projects and programs that support California Air Resources Board (CARB) and CalEPA's missions. Oversee and assist in developing all acquisitions for goods and services and grant agreements for CARB and CalEPA. Provide training on policies, procedures, laws, and mandates and expert advice to customers and stakeholders regarding contracts, grants, and procurement. Issue hundreds of program-level grants each year to ensure CARB and CalEPA's programs comply with the regulatory statutes that drive grant funding in coordination with Budgets and account for all revenues paid to CARB and CalEPA to ensure that both departments are fully funded.

The Acquisitions Units are responsible for completing all CARB acquisitions and grants supporting their mission to protect and enhance California's environment and natural resources. Oversee and assist in the development of all contracts and grants for CARB, including Interagency Agreements (IA), Requests for Proposal (RFP), Request for Information (RFI), Invitations for Bid (IFB), Non-competitive Bids (NCB), Service Agreements (SA), Memorandums of Understanding (MOU), etc. Train staff on contract and grant writing, submittal, and management, issue hundreds of program-level grants each year to ensure CARB's programs comply with the regulatory statutes that drive the grant funding, in coordination with Budgets, account for all revenues being paid to CARB from all fee payers.

CONCEPT OF POSITION: Under the direction of the Staff Services Manager I (SSN I), the Associate Governmental Program Analyst (AGPA) is responsible for performing analytical duties relative to the purchase of goods and services and the execution of grants. This position is expected to demonstrate analytical skills in interpreting and applying purchasing laws, policies, and procedures to ensure compliance with Government Code (GC), Public Contract Code (PCC), State Contracting Manual (SCM), Department of General Services (DGS) policies and procedures, and CARB and CalEPA's policies and procedures relative to purchasing and grant execution best practices. The work entails determining the most efficient, effective, and appropriate acquisition method to utilize in acquiring goods and services; developing procurement and/or contract packages; releasing solicitations; evaluating quotes; developing reports; preparing contracts, contract shells, and purchase orders; working with grant managers to develop and execute grants under CARB and the California Environmental Protection Agency (CalEPA's) multiple grant programs and ensuring all supporting documents are maintained in a manner that safeguards the state's

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interests as well as providing technical and functional guidance to program staff on acquisition and grant related issues.

<u><b>% OF TIME</b></u>	<u><b>RESPONSIBILITIES OF POSITION</b></u>
35%-E	<p>Independently manage and administer the acquisition process from start to finish regarding the procurement of non-IT commodities and services. Prepare and issue purchase documents for the procurement of goods and services in conformance with the State Contracting Manual (SCM), Volumes 1, 2, 3, and Financial Information System for California (FI\$Cal). Analyze requests to determine the most appropriate and efficient method for obtaining the requested goods or services; advise, guide, and coordinate with Divisions in the solicitation development and selection process. This includes making recommendations on the most appropriate solicitation method for the acquisition; advising on time frames, advertising requirements, and other special requirements; reviewing and providing feedback on program's proposed scopes of work, specifications and timelines; drafting solicitation documents, finalizing and issuing solicitations, responding to bidder inquiries, conducting public cost openings, evaluating bids/proposals, determining and obtaining necessary internal and external approvals, and awarding contracts in compliance with solicitation requirements, statutory and regulatory requirements, and control agency requirements. Identify, analyze, and resolve contracting issues in compliance with applicable requirements of the PCC, GC, DGS, ARB, and CalEPA policies and procedures.</p> <p>Interpret and apply the State's Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) requirements, as well as the Federal Minority and Women Business (MBE/WBE) requirements (for federally funded contracts) as they relate to contracting. Determine whether the DVBE/SB contracting option can establish any proposed contracts. Analyze bids and proposals for compliance with these requirements and based on this analysis, recommend whether the bid/proposal should be allowed to continue in the contract evaluation process or be rejected as non-responsive. Respond to complaints/inquiries regarding State DVBE/SB and Federal MBE/WBE compliance.</p>
30%-E	<p>Develop, administer, and monitor CARB and CalEPA's grant programs. Analyze legislation, rules, and regulations to ensure data complies with grant principles, HSC, and other rules governing State fiscal and grants activities. Review legislative mandates and other statutory, regulatory, and policy changes to interpret the intent and impact on CARB and CalEPA's grant processes, policies, and procedures. Recommend procedural changes to meet evolving CARB and CalEPA needs. Advise CARB and CalEPA.</p>

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	<p>Program staff in all phases of contracts and grants ensure efficient and cost-effective methods are legal and objective, in compliance with SAM, CM, CCR, HSC, and CARB regulations, and purchasing authority, and, as appropriate, in compliance with federal regulations and requirements. Provide consultation to the public, CARB, CalEPA, and control agencies for all contracting and grant activities of CARB and CalEPA.</p> <p>Review and finalize all Non-Competitively Bid (NCB) requests for recommendation of approval and submission to the FSD management. Analyze and consult with program staff to prepare and finalize NCB requests for compliance with state laws, regulations, and SCM. Write late NCB justification memos for management signature and approval by DGS/PD.</p> <p>Prepare all Purchase Estimates for submission to and approval by the Department of General Services (DGS/PD). Analyze, interpret, and apply state laws, regulations, and government codes relating to purchasing and how they affect CalEPA and CARB's procurement program. Based on analysis, make recommendations to management. Work developing policies and procedures regarding procurement. Determine the type of documents to be used, appropriate funding allotment, and which documents require control agency approval/signatures. Review and analyze specifications needed for purchase authorization and consult with program staff or management to develop purchase requests.</p>
20%-E	<p>Serve as the liaison between the Division, contractors, and control agencies; respond to questions and make recommendations to management and program staff. Consult with staff on appropriate policies and procedures to be followed. Coordinate the preparation of protest response documentation. Assist with resolving post-award disputes.</p>
10%-E	<p>Assist with preparation of fiscal year-end activities throughout the year including tracking reports, charging trend analysis, assessing allotment thresholds, reverting year encumbrances, and tracking appropriateness of expenditures, encumbrances, and program line-item totals. Based on the analysis of the information provided, management and staff must make budgetary recommendations</p>
5%-M	<p>Provide backup and support to other staff in the Acquisitions Branch and assist with special projects as assigned. May perform other duties related to and under the scope of the classification.</p>