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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |  | Working Title of Position<br><b>Procurement Analyst</b>                              |               |
|   |  | Division and/or Subdivision<br><b>Fiscal Services/Business Services Office (BSO)</b> |               |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. |  | Location of Headquarters<br><b>West Sacramento</b>                                   |               |
|   |  | Class Title of Position<br><b>Associate Governmental Program Analyst (AGPA)</b>      |               |
|   |  | Position Number<br><b>541-036-5393-720</b>   |               |
|   |  | Effective Date<br><b>June 2024</b>   |               |
| Percentage of Time Required   | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.  |  |               |
| 45%   | <p>Under the direction of the Business Services Office (BSO) Procurement Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) works in collaboration with a team. As a lead, the AGPA performs the more complex and technical analytical work related to the Department of Fire and Forestry Protection (CAL FIRE), CAL-Card and purchasing programs. The incumbent will utilize various Microsoft Office programs, training software, materials, Financial Information System for California (FI\$Cal), PeopleSoft modules, California Contract Register (CCR), and Cal eProcure platforms; while following internal policy and procedures, the State Contracting Manuals (SCMs), the State Administrative Manual (SAM), and all applicable state laws regarding procurement and contracting. Duties include but are not limited to:</p> <p><u>Training Development Functions:</u></p> <ul style="list-style-type: none"> <li>• *Develop, design, and maintain various Procurement training materials, to include, presentations, user guides, reference materials, and activities used for in-person learning, virtual trainings, as well as desk guides.</li> <li>• *Provide input or guidance to develop and revise resources including but not limited to: the 2600 Procurement Handbook, the Basic Purchasing Certification Training, other Procurement-related trainings, presentations, and procurement guides.</li> <li>• *Conduct research on training softwares, platforms, and formats.*Make recommendations for improvements to procurement education and communication based on adult learning theories and practices.</li> <li>• *Research and develop issue papers on complex program issues with recommendations to management that will enhance procurement training and auditing throughout the Department.</li> <li>• *Serve as a lead instructor on teaching teams for acquisition-related training.</li> <li>• *Perform organizational and administrative functions related to logistics of facilitating and instructing training.</li> <li>• *Responsible for analyzing legislation.</li> </ul> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p> |  |               |
| <b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.   |  |  |               |
| Job qualifications and/or conditions of employment: <a href="#">See page 3</a>  |  |  |               |
| "We have discussed this document in its entirety and understand the duties of this position."   |  |  |               |
| _____<br>Employee Signature   | _____<br>Date  | _____<br>Supervisor Signature  | _____<br>Date |
| Personnel use only <input type="checkbox"/> Posted to Directory   |  |  |               |
| _____<br>Initials and date  |  |  |               |

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30%

Procurement Functions:

- \*Work as lead and/or with other team members to ensure departmental compliance with terms and conditions of Department of General Services (DGS) Procurement Division.
- \*Research and interpret Federal and State procurement laws, rules, and regulations. \*Assist BSO Management in monitoring and implementing the more complex changes to policy, procedures, etc.
- \*Respond to the general Procurement Mailbox questions from units and programs to support CAL FIRE's decentralized purchasing program.
- \*Provide options and make recommendations on the most appropriate solicitation method, advise purchasers of timeframe, advertising, and other requirements as they relate to procurement processes.
- \*Provide consultation to purchasers in the preparation on Non-Competitive Bid (NCB) and Limited to Brand (LTB) contract justifications. \*Review, finalize, and administer the process for the approval of NCB and LTB requests.
- \*Develop invitation for bids, request for offers, request for quotes, request for information, and request for proposals.

15%

Emergency Incident Fiscal Support:

- \*During fire season, aid the Fiscal Incident Support Unit in incident finance-related auditing, payment processes, and/or administrative support for Incident Management Teams (IMTs).
- \*Audit Hired Equipment contracts, Emergency Response CAL-Card (ERC) transactions, non-CAL-Card invoices, and POs for goods and services acquired during Emergency Incidents. \*Ensure compliance with incident procurement rules and regulations. \*Create and process FI\$Cal Purchase Orders (POs), FI\$Cal Receipts, and perform transaction reconciliation within FI\$Cal, while following all internal procedures related to transaction auditing, reconciling, and tracking.
- \*Ensure all transactions are compliant with Departmental policies, including the 2600 Materials Management Handbook, 3800 Incident Fiscal Management Handbook, 10,000 Hired Equipment Program Handbook, as well as applicable laws, policies, and procedures.
- \*Effectively communicate with staff and management within the Fiscal Incident Support Unit, as well as personnel assigned to IMTs or CAL FIRE Emergency Incidents.

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Job qualifications and/or conditions of employment: [See page 3.](#)

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Personnel use only**

Posted to Directory

\_\_\_\_\_  
 Initials and Date

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

- \*Assist Certified Small Business (CSB), Micro, Disabled Veteran Business Enterprises (DVBE), and those businesses operating in economically distressed areas of the State to do business with CAL FIRE.
- \*May participate in task groups, stakeholder groups and other departmental committees.

5%

- Other job-related duties as assigned.

Desirable Qualifications:

- Highly organized with a strong ability to handle competing deadlines
- Excellent verbal and written communication skills
- Excellent ability to work independently, take initiative, and prioritize work load
- Excellent customer service skills
- Public Sector Procurement Experience

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Job qualifications and/or conditions of employment:

This position may require the incumbent to travel 10% of the time with the potential for overnight stays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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