

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-901
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Limited Term / Full-Time
Working Title: Procurement Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Contracts & Purchasing / Purchasing & Solicitations Section / Purchasing Services Unit (PSU)

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by analyzing the most complex Information Technology (IT) and non-IT goods and services purchase requisitions and purchase orders to ensure all state regulatory requirements have been met.

Under the direction of the Staff Services Manager I, Chief of Purchasing Services Unit (PSU), the Associate Governmental Program Analyst (AGPA) independently conforms to the Department's purchasing authority to ensure satisfactory audit and delegated authority renewal by the Department

of General Services (DGS) Procurement Division to ensure all state, federal, and Departmental rules, guidelines, regulations, and statutes are adhered to.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

30% Independently oversees the Department's purchasing authority to ensure satisfactory audit and delegated authority renewal by the Department of General Services (DGS) Procurement Division to ensure all state and departmental rules, guidelines, regulations, and statutes have been adhered to; reviews purchase requisitions (PR) and/or approves purchase orders (PO), meeting these requirements. Responsible for independently processing the most complex IT and non-IT procurements, including but not limited to: IT and non-IT goods/services procurements, Leveraged Procurement Agreements (California Multiple Award Schedules, Statewide Contracts, Master Service Agreements, Software License Programs, Cooperative Agreements), processing of Limited to Brand (LTB) Statements, purchase estimates (PE), and GS Smart acquisitions in addition to standard business service work.

Coordinates with CDPH Programs and assists in the preparation of solicitations, purchase requisitions and purchase orders; and proposes recommendations to Program management and staff. Attends meetings with Departmental staff to provide guidance on State purchasing policies and procedures; technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Develops options and takes action to correct the receipt of unsatisfactory specifications submitted by Program staff. Reviews documents such as preliminary solicitations, purchase requisitions, required forms and correspondences for correctness, errors, and form consistency; organizes and maintains procurement files.

30% Independently monitors the status of purchase requisitions and purchase estimates and the review and approval process via Contracts and Purchasing System (CAPS) database and/or FI\$Cal system; complies to timelines for processing various types of requests requiring special justification and approval; coordinates and interacts with appropriate control entities such as the Department of General Services (DGS), California Department of Technology (CDT), Procurement Divisions and FI\$Cal.

Oversees the handling of expedited purchase requests; coordinates, meets and interacts with appropriate control agencies; conducts research in techniques to improve PSU's methods and procedures to enhance timely processing purchases; provides guidance, and assistance to other

Purchasing & Solicitations Section (PSS) staff to ensure the consistent handling of all purchases; provides quality control over assignments to ensure compliance with Departmental policies and procedures; updates status in the CAPS tracking system and completes FI\$Cal State Contract and Procurement Registration System (SCPRS) Entries, as required.

- 15% Coordinates processing of the purchase estimates (PE) through control agencies ensuring the required requirements, specifications, justifications, etc., are included in the PE package and are submitted by the deadlines. Assists the Program buyers with justification preparation and specifications. Serves as the liaison between other governmental agencies such as DGS/CDT, CDPH Programs and suppliers.
- 10% Assists in developing recommended policies and procedures for either the Departmental Procurement Manual, templates, PSS Bulletins or other publications; advises Programs of policy and procedural changes.
- 10% Coordinates purchasing-related reports, including CalRecycle and SCPRS FI\$Cal for DGS, FI\$Cal, CDPH management, and other special adhoc statistical reports as needed; coordinates the collection of statistical data; documents and reports finding in a structured and professional format. Identifies methods of improving operational efficiencies and takes appropriate action as necessary.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as required.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: AV
 Date: 12/2024