

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D56/Maintenance, Statewide Materials Mngmt & Acquisitions	
WORKING TITLE Procurement Analyst	POSITION NUMBER 913-700-5393-003	REVISION DATE 12/02/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under direction of the Procurement Branch Chief, Office of Statewide Materials Management and Acquisitions, a Staff Services Manager I, the incumbent will perform administrative support duties associated with the operation of the Headquarters Warehouse. The incumbent will make sound decisions, relying on initiative, independence, and originality in connection with procuring commodities and services on behalf of the Headquarters (HQ) Maintenance Warehouse. The incumbent must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customer expectations in support of the HQ Maintenance Warehouse Key Objectives, Initiatives, and Performance Indicators.

**CORE COMPETENCIES:**

As an Associate Governmental Program Analyst, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Lead Climate Action - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	The incumbent will analyze and process a wide range of purchases, including, but not limited to Warehouse materials and supplies, such as personal protective equipment, signs, guardrail, and other miscellaneous products used by the highway and maintenance crews. The incumbent will utilize various computer systems such as Advantage, Advantage Forms Interface (FIP), and Cal eProcure and must have the ability to create electronic and/or paper Requisition Documents, and Contract documents. The incumbent will prepare, evaluate, and submit Purchase Orders, Solicitations, Price Quotes and/or Bids using various acquisition methods (e.g. Non-It Services, Leveraged Procurement Agreements (LPA), Purchase Estimates, Small Business (SB)/ Disabled Veterans Business Enterprise (DVBE) Option, Delegated Purchasing Authority, and Competitive Bidding). The incumbent must maintain complete and accurate documentation as needed for reports and post-audit reviews.
40%	E	The incumbent will analyze and process a wide range of vendor compliance matters; input and track vendor compliance related data within the Statewide Materials Management and Acquisition (MMA) system; provide weekly internal vendor status reports and/or spreadsheets and commodity purchases for the Warehouse. The incumbent must establish and maintain professional relationships, while maintaining constant communication with vendors, especially those not adhering to contractual agreements outlined within the Purchase Order and/or Contracts. The incumbent will provide guidance and advice on the best acquisition methods and work with the Warehouse partners to ensure all product deliveries and services are executed and delivered in a timely manner; and all transactions are closed efficiently.
10%	M	The incumbent will act as administrative support to the HQ Maintenance Warehouse. The incumbent will use various methods of communication to provide customer service to the Warehouse and its partners and may be required to develop and conduct procurement training, as needed. The incumbent will create and update procedural manuals for the Warehouse, as needed. The incumbent will produce various administrative related reports, such as resource tracking.
5%	M	The incumbent will perform other duties as assigned, including but not limited to, special assignments and back up of other Statewide Material Management and Acquisition staff, as needed.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise other employees. May provide guidance to other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to evaluate situations accurately and take appropriate action. The incumbent is faced with a variety of issues which must be addressed in a unique and timely manner.

Must be able to perform difficult and varied support service tasks, follow oral and written instructions, file paper and electronic documents on a continuous basis; keep accurate, detailed records; communicate and deal tactfully with the public and departmental personnel; and prepare correspondence when necessary.

Must provide excellent customer service; be well organized, accurate, responsive, have an eye for detail, and demonstrate excellent verbal and written skills. The incumbent must work well under pressure; demonstrate flexibility; make independent decisions; and exercise sound judgment. Must be able to work independently, as well as in a team setting.

Requires familiarity with Government Codes; State Administrative Manual; Material Management Manual; State Contracting Manual; State, Departmental, Division, and Office Policies and Procedures; Management Memos; and applicable rules and regulations. Must abide to the details of your Staff Expectations Memo.

Must be capable of proficiently and effectively work with computers; will consistently use Microsoft Outlook; the Microsoft Office application suite (including Word, Excel, and PowerPoint); Adobe Acrobat; Maintenance and Operations Management Solution (MOMS); Advantage; and other programs as necessary. Must have an aptitude for learning to use software programs. Must be able to operate various types of office equipment.

Must be able to develop an understanding of the product acquisition processes and how the incumbent's position relates to each process. Must have the ability to analyze problems and recommend an effective course of action. Must have the ability to speak and write effectively and perform with a high degree of independence.

**ADA Notice**

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be aware that delays in receiving materials can result in safety related issues for our employees and the traveling public. Inaccuracies and improper processing or the loss of documents could jeopardize the Department's delegated authority and cause delays in program delivery. Will be responsible for assuring the proper purchasing of several million dollars of commodities each year. Poor judgment could result in the inability to properly stock the Headquarters Warehouse, resulting in a loss of trust from District employees.

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### PUBLIC AND INTERNAL CONTACTS

Will communicate with internal partners, other State Departments, consultants, vendors, members of the business community and the public. Communications will primarily take place via e-mails, telephone calls and in-person contact. Must be aware you are acting as a representative of the Department; professionalism is pertinent to the success of the Division.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time. Computer work use will be required for a majority of the time. The ability to operate various office machines, manual dexterity, and the ability to stand, bend, stoop, stretch, and lift is required. Must be able to treat others with tact and respect and deal calmly with irate customers. Must be open and adaptable to change, in addition to develop and maintain cooperative working relationship

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Occasional work time may be spent in a Warehouse setting that can fluctuate in temperature based upon the time of the year. Office space consists of modular furniture arranged in a functional team-based setting.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE