



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 07/11/2024	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5157-806	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE Contracts & Purchasing Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I (Supervisor), the incumbent is responsible for independently performing a wide variety of consultative services, technical assistance, and less complex analytical duties including procurement and contracts. The incumbent utilizes the Public Contract Code, Government Code, State Contracting Manual (Volume I, II, III), the Financial Information System for California (FI\$Cal), Commission on Peace Officer Standards and Training (POST) Policy Manual and all applicable regulations and policies.			
% 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 additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Create purchase orders (POs) for supplies in the FI\$Cal system; disseminates approved and dispatched POs to vendors; tracks purchases with vendors to ensure timely receipt of goods or services; reviews invoices for POs in FI\$Cal; tracks open POs and provides a status, contacts vendors on any backorder items and/or discrepancies and determines the reason for the delay or discrepancy; provides documentation and PO information to the Associate Business Management Analyst (ABMA) when damaged goods are received; enters stock receipt information in the FI\$Cal system; ensures all invoices are date stamped and submitted to the Accounting Unit immediately for payment processing; creates contracts, and POs for contracts, in the FI\$Cal system and disseminates to vendors; independently manages the Administrative Services Bureau (ASB) service contracts; reviews contract invoices to ensure accuracy, appropriate charges, and funding levels; initiates contract renewals in accordance with POST contract process and deadlines.		
30%	Submits executed contracts through FI\$Cal; creates purchase orders to encumber funds; ensures accounting codes, attachments and required approvals are accurate prior to submission; monitors the status of submitted contracts by following up, responding to inquiries, resolving issues, and relaying updates to staff and management.		
20%	Develops and/or assists with the less complex solicitations to include researching, collecting, analyzing, and interpreting contract and purchasing information to help develop and write contract and purchasing language and justifications; assists in developing the less complex acquisitions utilizing Non Competitive Bids for Information Technology (IT) and Non-IT goods and services, solicitation processes (e.g., Primary and Secondary Requests for Proposals, Request for Offer, Small Business Options, and Invitation for Bids), special contracts/purchases/agreements, and all necessary transmittal documents for full execution of contracts/POs using FI\$Cal/Cal e-procure.		
10%	Prepares and maintains a variety of reports, logs, documents, and correspondence in response to inquiries regarding on-going program activities relative to the contracting, procurement, and evaluating process; processes business cards and pre-printing requests		

through OSP (Office of State Publishing); monitors and maintains supply room to ensure sufficient stock of office supplies; provides backup support to facilities staff as needed; ensures appropriate documentation required for preparation of Annual Small Business/Disable Veterans Reports in FI\$Cal.

5% **NON-ESSENTIAL FUNCTIONS**
Participates in meetings, trainings, and works on special projects as directed; performs other job-related duties within the scope of the classification.

DESIRABLE QUALIFICATIONS

Highly motivated individual who enjoys challenges and working in a fast paced, professional environment requiring effective handling of multiple tasks and deadlines.

Possess excellent work habits and ability to work independently and as a team member.

Excellent verbal and written communication skills.

Excellent time management and organizational skills.

Ability to prioritize assignments.

Excellent attendance and dependability.

Proficient PC skills, especially in Excel and Word, as well as knowledge of FI\$Cal.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST, contractors, and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometime conflicting deadlines. The incumbent shall at all time demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST Headquarters in West Sacramento, CA. This position may be eligible for telework.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.,)

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



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DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5393-806	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE Contracts & Purchasing Officer	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I (Supervisor), the incumbent is responsible for independently performing a wide variety of consultative services, technical assistance, and analytical duties including procurement and contracts. The incumbent utilizes the Public Contract Code, Government Code, State Contracting Manual (Volume I, II, III), the Financial Information System for California (FI\$Cal), Commission on Peace Officer Standards and Training (POST) Policy Manual and all applicable regulations and policies.			
% 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 additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
30%	Provides independent consultative services and analytical and technical assistance to POST staff, funding agencies, management, and contractors on general to complex contracting and purchasing issues for Information Technology (IT) and Non-IT contracts and purchases (includes exempted entities, e.g., Joint Power Authority (JPA), Interagency Agreements (I/A), Colleges, etc.); independently researches, collects, analyzes, and interprets contract and purchasing information to develop and write contract and purchasing language and justifications; prepares, administers, and manages contracts, service agreements, annual renewals, interagency agreements, and the Non-Competitive Bid / Special Category Request approvals and supporting documentation; ensures legal requirements are met.		
25%	Responsible for submitting executed contracts through FI\$Cal; creates purchase orders to encumber funds; ensures accounting codes, attachments and required approvals are accurate prior to submission; monitors the status of submitted contracts by following up, responding to inquiries, resolving issues, and relaying updates to staff and management.		
20%	Prepares, analyzes, develops, and finalizes formal and informal bidding processes for IT and Non-IT goods and services, solicitation processes (e.g., Primary and Secondary Requests for Proposals, Request for Offer, Small Business/DVBE Options, and Invitation for Bids), special contracts/purchases/agreements, and all necessary transmittal documents for full execution of contracts/purchases using FI\$Cal/Cal e-procure; handles protest procedures and appeals; assists in the writing of specifications and prepares various detailed contract/purchasing documents and vendor notices; coordinates control agency approvals; identifies contract issues and recommends solutions, gaining input from appropriate parties as necessary (management, Office of Legal Services, etc.).		

10%	Assists prepares and maintains a variety of reports, logs, documents, and correspondence in response to inquiries regarding on-going program activities relative to the contracting, procurement, and evaluating process; utilizes Excel to track progress of contracts; assists with the preparation of the Consolidated Annual Report and consultant services contract reports; ensures appropriate documentation required for preparation of Annual Small Business/Disable Veterans Reports in FI\$Cal.
10%	Assists the department's Safety Officer, which maintains, continuously reviews, and updates POST's Safety Program for compliance with Cal-OSHA and for overall effectiveness; assists the facilities analyst with the POST Asset Management Program onsite, offsite and through FI\$Cal.
5%	<p>NON-ESSENTIAL FUNCTIONS</p> <p>Participates in meetings, trainings, and works on special projects as directed; performs other job-related duties within the scope of the classification.</p>

DESIRABLE QUALIFICATIONS

Highly motivated individual who enjoys challenges and working in a fast paced, professional environment requiring effective handling of multiple tasks and deadlines.
 Possess excellent work habits and ability to work independently and as a team member.
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PHYSICAL ABILITES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.,) Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.)

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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