

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE TBD
CLASSIFICATION TITLE Staff Services Analyst	POSITION NUMBER 410-114-5157-007
WORKING TITLE Procurement Analyst	DIVISION/OFFICE/UNIT/SECTION Administration/Business Operations Office/ Acquisitions & General Services/Acquisitions Services Unit
BARGAINING UNIT R-01	GEOGRAPHIC LOCATION Sacramento

General Statement

Under supervision of the Staff Services Manager I, the Staff Services Analyst independently performs various analytical business services functions, including but not limited to purchasing and contracting:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**40% Purchasing (E)**

Prepares Purchase Order documents for IT and/or Non-IT goods and services. Creates Purchase Orders in Fi\$Cal system. Researches, develops, and prepares Purchase Orders and Service Orders. Analyzes and interprets the related laws, regulations, policies and procedures appearing in different resources including Public Contract Code, State Contracting Manuals and DFPI Business Operations Office procedures. Collaborates with Procurement requestors to ensure completeness and compliance with the state contracting laws, regulation, policies and procedures. Develops and amends departmental processes and procedures, monitors adherence to all departmental and control agency purchasing policies and procedures, researches product availability, which requires meeting with vendors and verifying vendor and product performance; preparing and issuing departmental procurement requests utilizing the Department's Authorium (City Innovate) Procurement System; obtains exemptions from control agencies such as Prison Industry Authority (CalPIA), Office of State Publishing (OSP), etc.; maintains procurement related files and records; analyzes and prepares/generates procurement reports; and attends Department of General Services events related to purchasing.

35% Contracting (E)

Prepares personal services contracts, inter-agency agreements, specialized service contracts, and amendments. Processes Request for Proposals (RFPs), Request for Offers (RFOs), or SB/DVBE Options which include reviewing Scope of work, confirming budget approval, determining feasible and appropriate bid methods, compiling solicitation packages. Responsible for obtaining and verifying competitive bids, proceeding and coordinating bids evaluation; establishing Procurement Contracts and Purchase orders

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in the FI\$Cal system, tracking contracts to ensure approval in a timely manner, maintaining the internal contract records system in the Authorium (City Innovate) System and SharePoint. Identifies specifications or deliverables, determines legal requirements, interprets varying sources of difficult laws and requirements for specialized services contracts such as California Government Code, Public Contract Code, State Administrative Manual (SAM) and State Contracting Manuals and control agency directives.

20% Research, Analysis, Support and Training (E)

Serves as the main point of contact for all contracts/ procurement requests assigned to the incumbent. Coordinated with Accounting and Budget with any contract or procurement related monetary issues. Provides training and contract consultation services, both legal and technical, to departmental staff at all levels; and assists contract users in preparing the required contract evaluation reports. Performs the more technical/analytical special projects relating to the department’s business services operations. This includes identifying the scope of the project; developing project plans, timelines, and procurement worksheets/templates using Microsoft 365 applications (e.g. Excel, Word, SharePoint); determining available resources; analyzing data; developing alternatives and making formal recommendations for management’s consideration.

5% Performs special projects and other related duties. **(M)**

B. Supervision Received

The Staff Services Analyst reports directly to and receives the majority of assignments from the Staff Services Manager I; however, direction and assignments may also come from the Staff Services Manager II or Business Operations Chief.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

1) peers: employees of DFPI and other governmental agencies; 2) Vendors and Contractors; 3) Control Agency (i.e., DGS, SCO, CalHR) employees; 4) DFPI Executive staff; 5) Agency

F. Actions and Consequences

The actions of the incumbent have a direct bearing on the success, integrity, and compliance of the Department’s Acquisitions Unit. If the duties and responsibilities described for this position are not performed adequately, negative consequences include:

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- 1) Noncompliance with the State Contractor’s Manual.
- 2) Not meeting the State’s mandates for Buying Recycled products and goals for usage of Small and Disabled Veteran Businesses.

G. Functional Requirements

The incumbent works 40 hours per week in an agreed upon combination of working remotely and/or in an office setting. The use of a personal computer, telephone, copier, and scanner is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting, and standing consistent with office work.

H. Other Information

Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities, and work irregular hours when workload dictates. Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If there is uncertainty about the need for a reasonable accommodation, questions should be referred to the hiring supervisor for discussion with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

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

Supervisor Signature

Date

Supervisor's Printed Name, Classification