STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION	EFFECTIVE DATE
Administrative Services	
BRANCH/SECTION	CLASS TITLE
Management Services Branch/Procurement	Staff Services Analyst (General)
WORKING DAYS AND WORKING HOURS	PHYSICAL WORK LOCATION
Monday through Friday	Sacramento and San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
	680-402-5157-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under supervision of the Staff Services Manager I, the Staff Services Analyst (General) is the first journey level and studies the principles and techniques to exercise a thorough understanding of California State procurement of non-IT goods and services, contracting policies, practices, procedures, and approval processes. Interprets and applies federal, state and local laws and regulations related to procurement of goods and services.

% 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:
45%	Incumbent (Procurement Analyst) reviews, analyzes, and processes request for equipment, supplies, and services for the California Public Utilities Commission (CPUC) to ensure the correct procurement methodologies are used in accordance with the State Contracting Manual Volume 1 & 2, Non-Information Technology (Non-IT) Guideline, Master Service Agreement, and Leveraged Service Agreements; Analyzes and posts informal solicitations for price quotes from various vendors, based on analysis determines costs per vendor and awards the purchase to the appropriate vendor taking into consideration the best value, and Small Business and Disabled Veterans enterprises; analyzes, interprets and implements legislative laws and policies authorized by the Department of General Services (DGS); Reviews and analyzes information to develop various CPUC mandatory annual reports (Recycling Report; consolidated annual reports); prepares a variety of weekly and monthly work status reports.
30%	Specialized tasks are assigned to Procurement Analysts which include but is not limited to: • CALCard: CALCard holders are trained to adhere to DGS guidelines to ensure proper use of CALCards by making authorized purchases. Responsible for reviewing and analyzing the business need for using the CALCard for specific purchases, and for reporting any and all questions related to fraudulent charges, incorrect charges and lost/stolen cards to immediate supervisor; maintain an individual purchase log with all purchase request details for tracking and reconciliation purposes, work with the Cal-Card Coordinator on purchase documentation and reconcile the monthly Statement of Account from the bank. • Office of State Publishing (OSP); Review and process procurement request for business cards and custom printing orders; verify the completeness of the work order to ensure the request provides all information required from OSP; work with the OSP customer services representative to ensure the request is compliant with OSP requirements, assess timeline of the production; determine whether OSP procurements will meet the needs of the program and develop future policies/procedures. • Conduct Cal PIA procurement of chairs, tables, Office furniture Product Lines, Computer Furniture, Office Furniture, Residential Life, Seating, Storage, Tables, Accessories, and other goods and supplies for CPUC based on the ESSR request; Analyze whether the ESSR request can be fulfilled by CalPIA; complete CalPIA exemption requests following the guidelines provided by CalPIA; work with the CalPIA sales branch on purchase of products; and other tasks as assigned.

10%	Required to attend and maintain Buyer Certification with DGS, California Contracting and Procurement Academy, and University of FI$Cal. Continuous review, study, and application of State Contracting Manual Volumes 1 and 2, Management Memos, DGS Broadcast Bulletins and other references as required and available to maintain state of the art knowledge and best practice skills. Travel to CPUC field offices and other agencies may be necessary for training purposes. Overnight may be necessary depending on the length of the training and information provided by DGS.
10%	Responsible for proper and appropriate organization of standard procurement files; includes paper files, computer files, maintaining entries and files (Fi$Cal system) to adhere to CPUC records retention policies and procedures. Research and responds to Public Records Act inquiries related to solicitations.
5%	**MARGINAL FUNCTIONS:** Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES **[***From Class Specs***]**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Special Personal Characteristics: Willing to learn routine and/or detailed work to perform practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, pull drawer to open and close files to retrieve and file information. Employees must possess the ability to transport and collect materials and objects weighing up to 20 pounds.
- Occasional travel to other state agencies and CPUC field offices throughout the state may be necessary. May include overnight stay.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print) Wade Kong	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE