

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.**RPA 15-016****EFFECTIVE DATE:**

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Fiscal, Administrative & IT Division	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 AM to 5:00 PM -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-200-5157-003

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.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I (SSM I) of the Fiscal, Administrative & IT Division, the Procurement Analyst serves as a Department liaison and central resource to perform the technical staff functions associated with procuring IT and non-IT goods and services for the entire Department.

9. Percentage of time performing duties 35%	1. 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. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>The Procurement Analyst performs the following duties in accordance with the principles, policies, and guidelines of the EMS Authority, State Administrative Manual (SAM), State Contracting Manuals (SCM) Department of General Services (DGS) procurement and contracting guidelines, Financial Information System for California (FI\$Cal), and other applicable Statutes, rules, and regulations using Microsoft Office Products. The incumbent:</p> <p>Serves as the Department buyer responsible for the purchase of IT and non IT goods and services in support of the Department's business needs through issuance of a Purchase Order (PO) or Service Order (SO) via FI\$Cal; analyzes and processes procurement requests received via an Intra-Office Requisition (FAD 100) and reviews FAD 100 to verify accuracy, completeness, availability and appropriateness of funds, and the feasibility of the justification in order to determine the best procurement method for the item(s) or service(s) requested; utilizes several major purchasing vehicles and procurement programs for the Department, and uses a variety of sources to seek out and maintain potential vendors while maximizing opportunities to provide fair competition, diversify vendors, and maximize benefit and cost savings to the State; performs market analyses and ensures that all procurement requests meet the minimum number of bids for the specific goods/services and cost threshold, and meets the Department's quality, quantity, cost, and delivery needs; and solicits bids through advertising as needed.</p>

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Kristi McMahan	SUPERVISOR'S SIGNATURE	DATE
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12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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Essential Functions (cont.)

20%

Scores and evaluates vendor bids including incentive points, as required, and uses good judgment in interpreting internal policies, laws, rules, and manuals to determine winning bidder while ensuring the most cost effective option for the Department; processes awards by preparing and issuing a PO through FI\$Cal, prepares and records all related file documentation (procurement checklist, recycle content, Contract Award Report, asset tags/inventory management, etc.) to ensure procurement file is documented properly, and inspects goods/services against PO for order fulfillment and satisfaction, stock receives goods/services in FI\$Cal, and obtains approval for payment;

15%

Reviews and interprets Division budgets and codes undisputed vendor invoices for payment using appropriate funding codes and works closely with the Accounting Office to ensure timely payments to vendors; generates reports and utilizes Accounts Payable module in FI\$Cal to research and resolve payment discrepancies, and responds timely to vendor inquiries; prepares correction documents instructing Accounting Office to move expenditures; and reconciles the encumbrance reports against procurements providing recommendations for needed encumbrance transactions;

10%

Participates in Department of General Services (DGS) meetings such as the State Contracting Advisory Network (SCAN), Procurement Customer Forum, and/or other control agency sponsored meetings; completes online and attends in person training and User Support Labs at FI\$Cal headquarters; attends other forums and trainings, as required, in support of meeting and exceeding legislative mandates, and implements and communicates changes in existing procurement policies to manager;

10%

Acts as the Department's Small Business Advocate and works to develop strategies for the EMS Authority to meet state-mandated procurement targets; maintains appropriate records to address State reporting requirements and prepares a variety of procurement and waste management reports to meet legislative mandates and reporting deadlines; analyzes the EMS Authority's procurement activities to identify products commonly and repeatedly used and to determine usage patterns; consults with and advises management on procurement rules and makes recommendations to meet and exceed procurement goals. Analyzes proposed procurement legislation and regulations and advises management on the impact to the Department. Annual reports include but are not limited to Contracting Activity, Consulting Services Contract, Independent Contractors, SB/DVBE Option and Incentive, Ethnicity Race and Gender, State Agency Buy Recycled Campaign, and Waste Management Diversion.

5%

Processes procurement requests through the Department of General Services Procurement Division and Department of Technology Procurement Division that require control agency approval and/or exceed the EMS Authority's delegated purchasing authority; and is authorized to act as the Department's Small Business Advocate cultivating relationships with a variety of contractors, vendors, and representatives of other state agencies to provides good customer service to internal customers while fulfilling procurement requests;

5%

Documents and develops internal business processes in support of the procurement process in the new state system, FI\$Cal, a business transformation project for state government in the areas of budgeting, accounting, procurement, and cash management; makes recommendations to management to support best practices and facilitate an efficient and uniform procurement process throughout the organization; and holds a Department issued Cal-Card for use as a payment mechanism, and prepares, processes, and reconciles all appropriate Cal-Card documentation for payment through the Accounting Office.

NOTE: During emergency operations, the incumbent may be required to work in the EMS Authority's Departmental Operations Center, other governmental Emergency Operations Centers or in the EMS Authority's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic Departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice

KNOWLEDGE AND ABILITIES

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; analyze rules and laws, develop and evaluate alternatives; present ideas and information effectively both orally and in writing; provide recommendations, 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.

Desirable Qualifications

- Working knowledge of the Public Contract Code, Government Code, SAM, SCM, and similar documents and policies;
- Strong written, analytical, interpersonal, and oral and written communications skills, the ability to deal tactfully with the public, and be able to work under pressure in order to meet short time lines and changing priorities;
- Ability to use good judgment, tact, and maintain confidentiality;
- Analyze situations accurately, make recommendations, and take effective action;
- Open-mindedness, flexibility; and the ability to multitask and adhere to established deadlines is critical; and
- Ability to maintain consistent, timely, and regular attendance.

Interpersonal Skills

- Work well as part of a team and independently as necessary; and
- Provide good customer service by establishing and maintaining good working relationships with coworkers, vendors, and other constituents.

Work Environment, Mental, and Physical Abilities

- Office environment, business dress for a professional office;
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently;
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals, and people of various level of responsibility within state, local and the federal government;
- Ability to consistently exercise good judgment and effective communication skills, and
- Ability to travel on an occasional work basis, as needed.