



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Staff Services Analyst	<b>Unit</b> Administration	<b>Name</b>
<b>Working Title</b> Staff Services Analyst	<b>Position Number</b> 373-100-5157-003	<b>Effective Date</b>

**GENERAL STATEMENT**

The Staff Services Analyst will receive direct supervision from the Procurement and Business Services Supervisor, (SSMI) GO-Biz and general direction from the Administrative Chief, (SSM III) GO-Biz. The position responsibilities will include the following:

**ESSENTIAL FUNCTIONS**

<b>25%</b>	<ul style="list-style-type: none"> <li>• Prepare Requisitions, Purchase Orders STD. 65, Service Orders STD. 210, and Standard Agreements STD. 213 for department. Including researching and requesting quotes for orders and services per the departmental policies and procedures.</li> <li>• Input, processes Purchase Orders, Contracts and Grant Agreements into FI\$Cal including acquisition method, accounting codes, CAR reportable and other fields as necessary ensuring department policies and procedures are followed.</li> <li>• Attend meetings, trainings webinars, regarding updates to FI\$Cal activities for purchasing, contracts, grants, P-Card.</li> <li>• Assist with completion of yearly reports such as SABRC, SARC.</li> </ul>
<b>25%</b>	<ul style="list-style-type: none"> <li>• Track and log Grants Agreements, Purchase Orders, Service Agreements.</li> <li>• Route all correspondence to appropriate staff for action or response.</li> <li>• Create and maintain Procurement databases and folders, log, create and issue PO, and route to staff.</li> <li>• Responsible for Receipting PO's in FI\$Cal to ensure timely processing of Invoices, code Payment Approval Labels, obtain signature and route invoices, PAL's, and direct transfers to accounting for payment.</li> <li>• In FI\$Cal, create, manage, dispatch, and respond to questions to resolve issues in system relating to Grants, Contracts, Procurement, Invoicing and Accounting.</li> </ul>
<b>25%</b>	<p><b>Budgets and Accounting</b></p> <ul style="list-style-type: none"> <li>• Analyze monthly accounting records for discrepancies, track funding, prepare Accounts Receivable and Invoices for submittal to accounting.</li> <li>• Liquidate encumbrances, close PO's, Assist with facilities projects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Designated Cal Card holder for purchasing office supplies, subscriptions, and training purposes.</li> <li>• Responsible for maintaining and adhering to all procurement card rules as a Cal Card holder for the office.</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Act as back up to and assist with other procurement, contract, budget, and receptionist staff as requested and/or needed during periods of heavy workload.</li> <li>• Answer phones, response to e-mails, assist internal and external customers with various department, and program questions and inquiries.</li> </ul>
10%	<ul style="list-style-type: none"> <li>• Assist with preparing Department of Finance drills and the Governor's technical budget.</li> <li>• Analyze proposed legislation for fiscal impact.</li> <li>• Prepare fiscal bill analysis as necessary.</li> </ul>
5%	Other duties as assigned.

**SUPERVISION EXERCISED**

None

**SUPERVISION RECEIVED**

The Staff Services Analyst will receive direct supervision from the Procurement and Business Services Supervisor, (SSMI) GO-Biz and general direction from the Administrative Chief, (SSM III) GO-Biz.

**PUBLIC CONTACT**

During work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations.

**CONSEQUENCE OF ERROR**

It is imperative that the incumbent is tactful always when dealing with management, other staff, incoming calls and visitors. Lack of tactfulness could result in disciplinary actions against incumbent.

**INITIATIVE AND INDEPENDENCE OF ACTION**

The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

**CERTIFICATION**

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee Signature:**

<hr/>	<hr/>
<b>Staff Services Analyst, GO-Biz</b>	<b>Date</b>

**Employee's Printed Name:**

<hr/>	
-------	--

**Supervisor's Signature:**

<hr/>	<hr/>
<b>Staff Services Manager I, GO-Biz</b>	<b>Date</b>

**Supervisor's Printed Name:**

<hr/>	
-------	--