**DEPARTMENT OF JUSTICE**

**THE DIVISION OF LAW ENFORCEMENT**

**BUREAU OF FORENSIC SERVICES**

**HEADQUARTERS**

**EMPLOYEE NAME:** Vacant

**JOB TITLE:** Associate Governmental Program Analyst

**POSITION NUMBER:** 420-561-5393-XXX

**STATEMENT OF DUTIES:** The incumbent independently performs the full range of grant and procurement activities on behalf of the Bureau of Forensic Services (BFS). The incumbent gathers, categorizes, and compiles data for decision-making purposes. Excellent verbal and written communication skills are required in conjunction with these activities.

**SUPERVISION RECEIVED:**  Under the direct supervision of the Staff Services Manager I (Administrative Manager) within the Headquarters Unit.

**TYPICAL WORKING CONDITIONS:** Smoke-free environment. An open spaced cubicle office located within a high-rise building. The section is a highly service-oriented administrative services section and the incumbent must produce quick responses to business issues on a Monday through Friday basis. Some travel may be required.

**ESSENTIAL FUNCTIONS:**

**40%** Responsible for the review of various grant proposals and solicitations to determine their technical applicability and if there is a realistic expectation of the Bureau meeting the required components of the funding request. Make recommendations to SSM I and/or Bureau Director regarding the feasibility of a grant request for each proposal and solicitation. Respond to questions posed by grant reviewers. Compile technical narrative, budget reports, and statistical reports as required by grant guidelines. Facilitate grant requests/modifications needed for the various BFS grants. Ensure that all required reports are submitted to the granting agencies after appropriate reviews and approvals have been obtained from the DLE Chief’s Office, Division of Operations (OPS) Grant Unit, and/or any other appropriate entity. Work closely with OPS Budgets and Accounting to ensure all grant expenditures are tracked properly in the Accounting Information System (AIS.) Assist Bureau management with the administration of BFS administered grants. Prepare invoice reimbursement packages to send to DOJ Accounting. Track expenditures on a monthly basis and maintain oversight of the procurement process for equipment purchased utilizing grant funds. Ensure travel documents are submitted in advance of events to allow for approvals and obtain travel claims afterwards for documentation purposes.

**25%** Statewide responsibility for developing, reviewing and processing the most complex procurement packages, associated with IT and non-IT commodities, using the Department of General Services (DGS) Leveraged Procurement Agreements (LPAs) and within the Department of Justice (DOJ) IT and non-IT goods purchasing authorities. LPAs include California Multiple Award Schedules (CMAS), Statewide Commodity Contracts, State Price Schedule (SPS), Master Service Agreements (MSA), and Western State Contract Alliance (WSCA) contracts. Responsible for the preparation of required documentation and solicitations, independently contacting and resolving issues with vendors on behalf of DOJ, ensuring full conformance with the State Contracting Manual (SCM), State Administrative Manual (SAM) requirements, DGS procurement policies and procedures, and DOJ administrative policies and procedures (DOJ Administrative Manual (DOJAM)). Responsible for preparing and/or reviewing procurement packages for completeness prior to submission for review and budget approval. This includes analyzing Purchasing Requisition Forms (PRF) and quotes received for completeness and compliance with the Departmental requirements. Prepares all Invitation for Bid (IFB) packages and Small Business Solicitation (SBS) packages for required services, as needed. Prepares contract packages for services needed by the Bureau. Develops scopes of work for services required by the Laboratories. Ensures completeness of package and works with Department Contract Unit to ensure all services needed by the Bureau are acquired and all service contracts are submitted and/or renewed in a timely manner. Provides advice and consultation to Bureau staff regarding purchasing and contracting options and requirements and makes recommendations. Prepare and/or review Non-Competitively Bid (NCB), Limit to Brand (LTB), Special Category Request (SCR), and Exemption from Advertising (STD 821) documents submitted by Bureau staff for completeness and compliance with state rules and regulations. Consult with program staff to answer questions regarding information provided on the requests and draft responses to finalize and forward documents to upper management and OPS. Provide advice and training to Bureau staff on rules, processes, and preparation, as needed. Corresponds with DOJ Departmental liaisons on issues and procedures. Responds to Department of General Services (DGS) questions on submitted packages through OPS liaisons.

**20%** Required to identify appropriate vendors, purchasing methods, acquisition types, and Small Business (SB) and Disabled Veteran Business Enterprises (DVBE). Required to have knowledge of appropriate funding information to ensure that PRF packages are coded correctly to ensure the proper program or grant is being charged for the purchase or service. Responsible for the ongoing tracking of procurement requests for budget purposes. Ensures all contracts are renewed on a timely basis. Processes contract invoices to meet all required terms. Maintain all relevant databases of statewide procurement for the Bureau. Act as a liaison between the field laboratories and Division of Operations Programs (Budgets, Accounting, Contracts, Purchasing, etc.) and the Office of the Chief. Responsible for the distribution of approved documents to appropriate field Laboratory parties and is the centralized point of contact for assigned BFS programs.

**MARGINAL FUNCTIONS:**

**5%** Provide onsite and offsite training to various professional and support staff within the BFS, for procurement-related activities, including but not limited to processing and submitting requirements to rush/expedite Purchasing Requisition Forms (PRFs). Formulates informational reports to distribute to Bureau staff, in order to maintain current knowledge of policies and procedures. Reviews and updates Bureau policies and procedures.

**5%** Provides back-up assistance to the Purchasing Analysts and may act as Lead Analyst in the absence of the Administrative Manager.

**5%** Other grant and/or procurement related duties, as assigned.

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*I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)*

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Employee’s Signature Date Supervisor’s Signature Date