

DUTY STATEMENT

EMPLOYEE NAME: _____ CURRENT DATE: _____
CLASSIFICATION: Office Technician (OT) (T) (LT) POSITION #: 673-810-1139-XXX
DIVISION/OFFICE: ASD - Contracts/Procurement/
Grants Branch CBID: R01
SECTION: Procurement Services Section
SUPERVISOR'S NAME: Shaheena Soroya
SUPERVISOR'S CLASS: Staff Services Manager II (SSM II)

.....
I certify that this duty statement represents an
accurate description of the essential functions of this
position.

I have read this duty statement and agree that it
represents the duties I am assigned.

Supervisor's Signature

Date

Employee's Signature

Date

.....
SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below)

- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED: (CHECK ONE):

- ☒ None
- ☐ Supervisor
- ☐ Lead Person
- ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

N/A

MISSION OF SECTION:

The mission of CPGB, the Contracts Units are responsible for ensuring funds are spent in accordance with DGS and Federal Office of Management and Budget (OMB) circular policies and mandates, and funds are expended on projects and programs that support California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA)'s missions. Oversee and assist in the development of all contracts/purchases for CARB and CalEPA including: Interagency Agreements (IA), Request for Proposal (RFP), Request for Information (RFI), Invitation for Bid (IFB), Non-Competitive Bids (NCB), Limited to Brand, Service Agreements (SA), Memorandums of Understanding (MOU), etc. Train staff on contract writing, submittal and management, apply for all Federal Grants and follow all OMB Circulars from the Federal Government in order to be in compliance with all Federal requirements, issue hundreds of program level grants each year to ensure CARB and CalEPA's programs comply with the regulatory statutes that drive the grant funding, account for all revenues being paid to CARB and CalEPA from all fee payers (which adds up to millions of dollars every year), and ensures CARB and CalEPA is fully funded.

CONCEPT OF POSITION:

Under the close direction and guidance of the SSM II, the incumbent is responsible for performing clerical duties for the contracts and procurement sections. Adhering to CARB and CalEPA's policies and procedures relative to contracts and procurements. This position often works independently, under close direction work entails: determining the most efficient, effective, and appropriate contracting and procurement methods; preparing contracts, procurement, and supporting documents in a manner that safeguards the state's interests. Acting as liaison with other State Departments and Offices (BDO's, Water Resources Control Board, Office of Environmental Health Hazard Assessment, Department of Resources Recycling and Recovery (Cal Recycle), Department of Pesticide Regulation (DPA), and Department of Toxic Substance Control (DTSC)) and Control Agencies (State Controller's Office (SCO), Department of Finance (DOF-Budget), Department of Finance (DOF-FISCU), DOF-California State Accounting and Reporting System (CALSTARS), State Treasurer's Office (STO), Department of General Services (DGS), Central Treasury Agency (CTA), Financial Information System for California (Fi\$CAL), and Federal Government entities, (i.e. Office of Inspector General and EPA (Region 9)) represents the Air Resources Board (CARB) and the Office of the Secretary for Environmental Protection (CalEPA).

<u>% Of TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
------------------	-------------------------------------

- | | |
|--------|---|
| 30% -E | Process new incoming ASD-15 contract requests; Review request to determine 1) if package and supporting documentation is complete and 2) which contract analyst to assign it to. Entering request information into 1) the appropriate master log to obtain a solicitation/contract number, 2) the Access database, and 3) enter requisitions and supporting documentation into Fi\$Cal. Printing and saving the electronic documents to the shared drive. Creating and sending an email message of "Acknowledgement of Receipt" to the requestor using the online templates. |
| 30% -E | Processing new incoming STD 265 procurement requests: Review request to determine 1) if package & supporting documentation is complete 2) which procurement analyst to assign it to. Entering request information into 1) the appropriate master log to obtain a purchase order (PO) number, 2) the online State Contracting & Procurement Registration System (SCPRS), and 3) enter information into Fi\$Cal. Printing and saving the electronic documents to the shared drive. Creating a labeled file using a label maker. Creating and sending an email message of "Acknowledgement of Receipt" to the requestor using the online templates. |
| 30% -E | Assist with the contract and procurement close-out by: Scanning the final, approved STD 215, STD 213 and STD 65 and final, approved contract ; and saving all scanned documents to the shared drive. Distributing the final approved contract and procurement documents through email and hardcopy to the appropriate parties (external and internal). Preparing and sending a STD 16 to the Department of Fair Employment and Housing for each purchase over \$ 5,000. Entering the agreement information into the online SSPRS. |
| 10% -M | Perform special projects such as: Reconciling contract and procurement information in the master logs, individual analyst's logs, the database, and purchase files. Assisting with reviewing purchase files and ensuring all reportable categories are identified in our database, such as Small Business and Disabled Veteran Business Enterprise participation, as well as Non-Competitively Bid (NCB). Scanning historical documents to update our electronic directory of shared files. Assising with identification and making photocopies of contract and procurement documents in response to Public Records Act requests. Prepare contract and procurement files for record retention. Prepare various data tracking reports. Order and fill supply orders for CARB. Hand-deliver documents such as contract, purchase estimates, and NCB packages to the Department of General Services. |