

**DUTY STATEMENT  
DIVISION OF OPERATIONS  
OFFICE OF PROFESSIONAL DEVELOPMENT**

**NAME:** Vacant  
**POSITION NUMBER:** 420-090-539 -009  
**JOB TITLE:** Associate Governmental Program Analyst

**STATEMENT OF DUTIES:** The Office of Professional Development (OPD) operates within the Division of Operations (OPS) for the Department of Justice (DOJ). OPD's mission is to enhance professional development and performance for all DOJ employees through education and training. OPD offers and/or facilitates a wide variety of desktop application, professional development, mandatory and leadership classes. OPD also operates a desktop application support help desk and oversees DOJ's video conferencing system.

Responsibilities include monitoring program budget, preparing vendor contracts, and working closely with managers and Operations Team to ensure day-to-day administrative services are provided efficiently and effectively.

**SUPERVISION RECEIVED:** Staff Services Manager I

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:** The incumbent sits/stands and operates a desktop computer and stands when facilitating meetings. The incumbent may be required to move tables and chairs when maintaining classrooms and computer labs and lift up to 20 pounds. Incumbent occupies a cubicle in a high-rise, smoke-free building. Occasional travel and overtime may be required.

**ESSENTIAL FUNCTIONS:**

- 35% In order to meet program goals and objectives, ensure that the OPD program budget and vendor contracts are effectively maintained, developed and policy and procedures are followed, the incumbent will:**
- Consult with OPD's management team on program fiscal issues, identify problems and develop solutions.
  - Prepare monthly budget reports for the management team, to include expenditures, revenues, and projections, along with discrepancies.
  - Track the expenditures of the Continuing Legal Education program and regularly brief OPD management team of expenses.
  - Participate in annual Spring/Fall Fiscal Monitoring budget exercises.
  - Author, monitor, and/or amend training contracts ranging from \$150,000 - \$300,000.
  - Determine contracting method (e.g., Request for Proposal, Invitation for Bid, Interagency Agreement, Service Authorization) while negotiating terms and preparing document in accordance with State Contracting Manual, State Administrative Manual and DOJ Guidelines.
  - Advise program area staff in the development of specifications and Statement of Work documents.
  - Ensure OPD Statement of Work documents are compliant with all current State contracting policies and procedures
  - Develop and maintain Excel spreadsheets to track and monitor the OPD's operations budget, including contracts and expenditures related to office supplies and equipment.
- 35% In order to meet program goals and objectives and ensure that OPD continues to procure goods in compliance with State and Department policy to complete its mission, the incumbent will:**
- Perform the most difficult and complex analytical and procurement duties specifically related to the acquisition of goods and services in the OPD.
  - Review and research purchasing requests to determine available funds, program impact, appropriate method of purchase, make recommendations to OPD's management team, and execute purchases.
  - Maintain purchasing and expenditure activity ledger for tracking purposes. Program purchases include supplies for employees to conduct business and provide effective training.
  - Track and monitor purchases to ensure accuracy and efforts continue to run smoothly.
  - Research and complete procurements for Non-IT goods and services, IT goods and IT support services.

- Analyze requisition requests for compliance with current provisions of the State Administrative Manual, Government Code, Public Contract Code, Board of Equalization Tax Law Guide, Management Memorandums, Department of General Services and DOJ's procurement policies and procedures.
- Develop justification statements to support procurement for management's review.
- Participate in special projects and work groups as assigned.

**25% In order to ensure OPD's administrative needs are fully met, the incumbent will:**

- Independently perform day-to-day office administration, provide support to management staff, work closely with team members to address and resolve issues related to OPD registration, vendor logistics, office operations and maintenance, OPD statewide computer labs, IT equipment, office moves, phone relocations, equipment inventory (IT and non-IT), Cal-Card purchases, invoice payments, complex client inquiries, drafting and editing of correspondence and reports, training and mentoring of support staff, and consult with management team on internal administrative/operational issues.
- Perform research, analyze current practices, and develop/recommend more effective and efficient methods of operation.
- Collaborate with the management team in facilitating the hiring process for OPD.

**MARGINAL FUNCTIONS:**

**5% OPD TEAM REQUIREMENTS**

Attends and participates in regular OPD staff meetings and other team events. Assists/supports OPD management team as needed.

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I have read and understand the essential job functions and typical physical demands required of this job. I am able to perform the essential functions with or without reasonable accommodation.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

6/14/2018