NAME: 
JOB TITLE: Business Services Officer I - (Specialist) 
POSITION NUMBER: 420-031-4720-001 

STATEMENT OF DUTIES: The Business Services Officer I independently performs technical and analytical business services work to support legal and administrative staff in the Sacramento Office of the Attorney General. Incumbent is responsible for the more difficult and complex business services functions. 

SUPERVISION RECEIVED: Under the general direction of the Office Manager, and the immediate supervision of a Business Services Officer II. 

SUPERVISION EXERCISED: None, but may serve as lead over lower level staff. 

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: Employee may be required to perform tasks that require driving, bending/stooping, carrying/lifting up to 40 lbs. on an occasional basis, climbing, kneeling, reaching/twisting, manual dexterity (grasping/keyboarding), pushing/pulling, prolonged standing/sitting, frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak in a clear and professional manner in English to the public, clients, and co-workers either in person or over the telephone. Employee works at a desk or in a cubicle in a workspace that may or may not have a window. More than one person may be assigned to the same workspace. The office occupies three upper floors in a high-rise building, as well as space on the ground floor and in the basement. Floors are covered in carpet or vinyl/tile. The building is a smoke-free environment. 

ESSENTIAL FUNCTIONS:

50% Research appropriate, cost-effective sources for minor and major equipment, furniture, supplies and services. To the greatest extent possible, utilize State resources for purchases and services, e.g., state contracts, CMAS contracts, Uniform Price Schedules and Master Service/Rental Agreements. Contact vendors and verify costs and availability of items. Prepare purchase orders, purchase estimates, Requests for Bid or Quotes. Prepare competitive bid forms, reviewing content with Contracts and Purchasing Unit to ensure compliance with the State Administrative Manual. Responsible for ordering, monitoring and tracking expenses for minor and major equipment, supplies, ergonomic equipment and furniture, ensuring all purchasing procedures and processes are strictly adhered to and amounts are within the delegated authority; verify and/or prepare justifications when needed; consult with requester and users; receive and process payments for supplies and minor or major equipment for Sacramento legal office staff. May also assist with the preparation of contracts for service and equipment repair. Ensure equipment is received timely, installed properly, and is fully operational.
30% Assist with the organization and implementation of all internal office moves for legal office staff, coordinating efforts with Telecom and TAC. Respond to inquiries from departmental staff regarding services provided and work collaboratively to resolve issues pertaining to unit/services. Work with the Legal Division Managers and/or analysts to ensure offices and cubicle space are equipped with furniture, computer, supplies, for new hires and transfers.

Directly responsible for the assignment and tracking of all Purchase Order numbers and Service Authorization numbers requested by the entire legal office. Also responsible for maintaining logs and tracking expenses of one State automobile. Main resource for the legal offices on the purchasing process and procedures.

Serve as office Ergonomic coordinator. Assist with or perform ergonomic evaluations for support staff. Make ergonomic equipment recommendations and coordinate procurement and deployment of ergonomic furniture and equipment. Maintain records of ergonomic evaluations and ergonomic purchases.

MARGINAL FUNCTIONS:

10% Prepare monthly Cal-Card and administrative reports for purchases made for the Sacramento legal office. Ensure compliance with all departmental policies and procedures regarding purchasing and procurement of services. Prepare LSO monthly assignment roster.

10% Assist with and perform other business service/legal support functions as departmental needs require.

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

Employee's Name (Print) Date Supervisor’s Name (Print) Date

Employee's Signature Date Supervisor’s Signature Date

Updated: 10/2019