

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☒ Current☐ Proposed

RPA NUMBER 22761	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Operations Unit	REPORTING LOCATION 2750 Gateway Oaks Suite 300, Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8am-5pm	POSITION NUMBER 352-431-5393-004	CBID R01
CLASS TITLE Associate Governmental Programs Analyst (AGPA)	WORKING TITLE Procurement Administrator	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The California Arts Council (CAC) is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts programming and infrastructure statewide through grants, initiatives, and services. The CAC envisions a California where all people flourish with universal access to and participation in the arts.

Through its new Strategic Framework, the CAC is committed to developing an organizational culture that actively addresses barriers to equity and participation for all Californians, and celebrates the connections and intersections of all our communities. The CAC believes that racial injustice is the most pervasive and entrenched form of injustice permeating the institutions and structures that everyone must access. As outlined in its Racial Equity Statement, the CAC is committed to prioritizing racial equity both internally and externally. The CAC aims to exemplify government by, for, and of the people by focusing on representation, flexibility, and collaboration.

CAC employees are the vital link that ensures the agency and Council's priorities are fully realized. The CAC strives to ensure that its workforce reflects the diversity of California and to foster an environment where all people feel valued and can thrive.

Learn more at <http://www.arts.ca.gov/aboutus/strategicframework.php>.

POSITION CONCEPT

Under the direction of the Staff Services Manager I (SSMI), the Procurement and Grant Processing Administrator independently performs the more complex and technical analytical work related to the agency's procurement, contracting and grant contract processing while utilizing various Microsoft Office programs, training materials, the the Financial Information System for California (Fi\$CAL), the California Contract Register and eProcurement and the Grant Management System (GMS) while following the State Contracting Manual (SCM) and the State Administrative Manual.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Executes all new and annual service contracts and contract extensions as well as new or extensions of memberships by updating tracking tools with expiration dates, analyzing justifications and contract specification. Identifying and preparing required contract forms, tracking deadlines and

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PERCENTAGE	DESCRIPTION
	contracts through the approval process, and collaborating with contractors and Office of Legal Services in order to identify all required contract language and deliverables are clearly outlined to ensure regulatory compliance with all contracting laws and regulations, including the SCM and SAM, and state standards are met.
30%	Develops and manages the more complex Request for Proposals (RFP) and Invitation for Bids (IFS) by researching desired goods and/or services, negotiating and coordinating with contractors, completing non-competitive bid justification forms,. ensuring proposals and bids are advertised in the California Contracts Register and eProcurement as required, monitoring and inspecting purchases/services, creating purchase orders/vouchers in Fi\$Cal to encumber funds, and analyzing invoices for accuracy in order to meet the agency's procurement needs to ensure contracts are in compliance with all requirements, terms, and conditions.
25%	The Procurement and Grant Processing Administrator works independently or as part of a team to process grant contracts during the annual grant cycle, verifies the grantee's address in both GMS and FI\$Cal, creates purchase orders, executes grant contracts once these are signed, downloads executed contracts in FI\$Cal, e-mails the contract to the Office of the State Controller, and files each executed contract in the shared drive in order to complete the timely processing of all grant contracts to ensure timely payment to grantees by utilizing various systems, including GMS and FI \$Cal.
5%	Participates in agency activities to advance racial equity in grant making in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework and makes recommendations to the Deputy Director regarding existing policies based on factual data to ensure ongoing program success and uninterrupted grant program operations utilizing existing resources.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs records retention coordination, small/medium business advocacy, recycling coordination and acts as the agency's representative for the building's emergency team by reporting on behalf of the agency, attending meetings, and updating management and staff to ensure compliance with state requirements in order to keep managers informed of any upcoming changes. Performs limited tasks as forms. management coordinator by updating and simplifying agency form? and training staff on revised or newly designed forms in order to minimize duplication of effort to ensure agency staff is informed at all times.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This vacancy exists in Sacramento and it is located at 2750 Gateway Oaks, Suite 300. The incumbent must be ready to report to work at this location, although teleworking may be required for specific time periods.

This is a professional office environment and appropriate business attire is required.

Daily use of laptop computer, phone, fax, copiers, and general office and communication equipment.

Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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