

**STATE OF CALIFORNIA  
CALIFORNIA CIVIL RIGHTS DEPARTMENT  
DUTY STATEMENT**

<b>Employee</b>	<b>Classification Number</b>	<b>Position Number</b>
Vacant	AGPA	326-312-5393-XXX

<b>Division/Unit</b>	<b>Date</b>
Business Services	

**SUMMARY OF RESPONSIBILITIES**

The Mission of the Civil Rights Department (CRD) is to protect the people of California from discrimination in employment, housing, and public accommodations, as well as from the perpetration of acts of hate violence.

Under the direction of the BSO Procurement Manager, the Associate Governmental Program Analyst (AGPA) is responsible for independently performing analytical business services-related tasks in a variety of functions, including the procurement of Information Technology (IT) and Non - IT Goods and Services as mandated within the State Administrative Manual (SAM), State Contracting Manual (SCM), and all other policies, guidelines, and memorandums.

Duties include, but are not limited to:

**Description of Essential Functions:**

45% The AGPA will independently analyze, prepare, and execute the contracts and purchases in accordance with State contracting and procurement rules and regulations. Research various procurement laws and contact DGS when necessary to ensure appropriate contracting and procurement processes are implemented. Provide guidance and understating to program staff in both the development and execution of contracts and purchases, the development of including but not limited to a scope of work, budget, and project timeline. Writing contract specifications, developing bid packages, soliciting bids, awarding contracts, developing contract language, administering contracts, initiating contract renewals, maintaining contract logs, and preparing various contracting reports.

30% Assist management and different levels of staff in preparing necessary documents for simple and complex procurement requests for Non-IT and IT goods and services, including the determination of the most appropriate method of procurement.

Independently process contracts and procurement for approvals and the encumbrance of funds, initiate purchase estimates, purchase orders, and service orders. This includes maintaining contract and purchase record logs. Independently analyze the needs of the department and prepare memos of recommendation on the purchase of supplies and equipment per the State Administrative Manual (SAM). Establish and maintain effective working relations with contract managers, private vendors, and other state agencies.

- 15% Independently develop and recommend business services policies and procedures. Conduct analysis and research on business services-related issues and offer alternatives for implementation as appropriate. Analyze, initiate, and prepare Administrative Reports as assigned by the Deputy Director of Administration and annual reports as mandated by the State Administrative Manual, the State Contracting Manuals, and the Emergency Preparedness Plans.

### **Marginal**

- 5% Assist BSO management and staff in analytical and office space planning and design support for the Department's headquarters and district office locations. Coordinate office moves and renovations, as well as install/remove equipment. Work with building management or property managers to troubleshoot and resolve facility issues.  
Ensure that DFEH complies with all OSHA/Cal-OSHA Regulations, partly by maintaining familiarity with current laws and regulations related to emergency preparedness plans through communications with Human Resources, and on-site inspections at district offices and CRD headquarters. Assist with the development, implementation, and evaluation of evacuation plans for CRD offices; included coordinating evacuation drills in conjunction with the CRD's Business Services Office; training of evacuation monitors; and the overall execution of evacuation drills for the CRD.
- 5% Provide alternate coverage for reception window, including answering incoming telephone calls from public telephone lines; managing courier deliveries and pickups, receiving and distributing Inter-agency mail, U.S. Postal mail, and special deliveries; to prepare and post outgoing mail; advise employees of the best way to ship materials and arrange for special pick-up services; maintain logs and records. order, managed, and maintain supplies and the stock room.

### **Desirable Qualifications:**

- Ability to communicate effectively with co-workers, establish and maintain cooperative working relationships with co-workers and members of the public, and display excellent customer service.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instructions and established procedures to produce completed staff work.
- Demonstrated Knowledge of DGS State Administrative Manual and State Contracting Manual.
- Ability to effectively manage numerous high-priority projects and meet deadlines.
- Demonstrated knowledge of Fi\$Cal process and functionality in relationship to procurement.
- Ability to use discretion and tact when interacting with multiple levels of staff and management.
- Demonstrated knowledge of project planning techniques and risk analysis.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires the ability to handle stress and work in a fast-paced environment effectively.
- Requires daily use of a personal computer and related software applications at a workstation.
- May be required to transport boxes or office equipment and supplies with the use of a hand truck, pushcart, or other necessary means.
- Requires the ability to complete tasks that typically may require making repetitive hand movements and bending in performing daily duties without reasonable accommodations and modifications to facilitate such tasks.
- Requires punctual and regular attendance.
- This position may require travel (day visits and/or overnight) to the CRD statewide office locations and various control agencies.

### **Supervision Received:**

The AGPA receives general direction from the BSO Procurement Manager and may receive direction from the Business Services Manager and the Deputy Director of Admin.

### **Supervision Exercised:**

None

### **Administrative Responsibility:**

Adhere to the laws, rules, policies, and procedures as outlined in the State Administrative Manual, State Contracting Manual, and guidelines set by the Department of General Services Procurement, Real Estate Design Services, Telecommunications Divisions and the Department of Fair Employment and Housing. Signature approval may be required on specific documents.

### **Personal Contracts:**

The AGPA has daily contact with internal and external departmental staff, management, vendors, building property management and State Control Agencies.

**Actions and Consequences:**

Adhering to timelines is critical as Business Services is responsible for promptly securing services and equipment to meet the daily needs of the department's offices. Failure to manage projects closely and meet statutory deadlines may hinder productivity and result in financial loss to the department as well as loss of Purchasing Authority.

I have read and understand the duties as described above. I meet the job requirements and can perform the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date