

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services Division		EFFECTIVE DATE
BRANCH/SECTION Management Services Branch/Contract Services		CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-402-5393-002
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.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under direction of Staff Services Manager, I (Supervisor) for Non-IT Procurement and Contracting, the AGPA exercises a thorough understanding of California State procurement of Personal and Consultant Services, contracting policies, practices, procedures, and approval functions. Adheres to Federal, State, and local laws and regulations related to Personal and Consultant Service Contracts. Provides consultative services to California Public Utilities Commission (CPUC) Division and staff regarding contracts.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
40%	<u>ESSENTIAL FUNCTIONS:</u> Perform acquisitions of a complex nature determining the most efficient, effective, and best appropriate method to use in acquiring personal and consultant services. Utilizing State Contracting experience and expertise, collaborates with CPUC Division Project Managers who are the Subject Matter Experts (SME) to prepare and develop complex solicitation packages including but not limited to a scope of work, budget, and project timeline; conduct evaluations of bids and proposals; manage evaluation teams; and prepare contracts and procurement packages ensuring inclusion of all supporting documents in a manner that safeguards the state's interests. Analyze, review, and recommend changes to Division's Request for Proposal (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), or Request for Offer (RFO); posts formal and informal solicitations for competitive response via FI\$Cal e-Procure, or via scripted email invitation. Corresponds with bidders on behalf of evaluation staff to ensure independence; analyzes and reviews proposals for compliance; reviews final evaluation scores and narratives to ensure compliance with state contracting requirements; consolidates documentation supporting the contractor selection process for submission to Department of General Services (DGS); and archives documentation supporting the Contractor selection process.	
30%	Consult and advise CPUC project managers in all phases of purchasing and contracting, ensuring efficient and cost-effective methods are legal and objective and in compliance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), Government Code (GC), California Code of Regulations (CCR), CPUC Contracts and Procurement Manual, and CPUC's purchasing and delegation authority, and as appropriate in compliance with federal regulations and requirements. Creates Standard Contract Forms (STD. 213, and STD 215) or electronic Purchase Order via the FI\$Cal System with required attachments and supporting documents; analyze, reviews and ensures documentation is understandable, enforceable and in compliance with laws, requirements, guidelines and regulations. Act as liaison for CPUC with other State Departments and Offices including but not limited to the DGS, Department of Finance (DOF), State Treasurer's Office (STO), State Controller's Office (SCO), California	

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25%	<p>Department of Technology (CDT), FI\$Cal, and federal government entities, (e.g., Office of Inspector General and EPA—Region 9) when responding to inquiries and preparing the more complex reports for management.</p> <p>Contract Administration: Manages the official contract file during the life of the agreement. Tasks and duties include, but not limited to the following: Creates contract file; distributes contracts to authorized parties; enters and updates contract information into the contracts management system and FI\$Cal. Provides consultative services to CPUC Division Project Managers in response to possible contract changes: researches and analyzes whether an amendment is needed or authorized; advises on required supportive documentation e.g. updated justifications, cost sheets; prepares contract amendment packages for signature, approval, and submittal for execution. Contract Analyst updates and maintains documents in the contract files, responds to Public Records requests by reviewing and analyzing Legal Division's requests and retrieves appropriate responsive documents from contract files, and may post pertinent contract information on CPUC website and FI\$Cal.</p> <p>Analyzes contract transactions, prepares various complex detailed reports upon request, such as 810 SB/DVBE Consolidated Annual Report (CAR). Acts as resources for various project and program managers re: how to do a contract, what type of contract best suits the project; clarifying the goals and specifying tasks and milestones.</p> <p>Training: Attend training to maintain state-of-the-art knowledge and best practices for State Contracting; provide training to program and project managers at the CPUC, ex, what is a contract, how to write a scope of work, how to manage a contract.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Performs other job-related duties as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES:</u></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and staff services management such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work, coordinate the work of others, act as a team leader; and appear before legislative and other committees.</p> <p><u>SPECIAL PERSONAL REQUIREMENTS:</u></p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Practice good teamwork, accountability, and collaboration.</p> <p>Must maintain consistent and acceptable attendance.</p> <p>Occasional travel via private or public transportation (i.e., drive an automobile, take an airplane flight, etc.) that may include overnight lodging, several days at time and long distance inside California.</p>

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	<p>The employee must possess mobility to work in a standard office setting and use standard office equipment, including a computer, ability to read printed materials and a computer screen; communicate in person, before groups, and over the telephone; skills needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers to open and close to retrieve and file information. Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Laling Moksouphanh	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

STATE OF CALIFORNIA

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