

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

July 2025

1. OFFICE State Coastal Conservancy/Administration	POSITION NUMBER (Agency - Unit - Class - Serial)
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Analyst (SSA)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 4:30 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Contracts and Procurement Manager, the incumbent performs a variety of analytical, administrative, and technical tasks for the State Coastal Conservancy, acting independently and taking appropriate action on matters relating to the overall operation of Procurement Services for the agency.

9. Percentage of time performing duties	10. 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)
50%	<p>ESSENTIAL FUNCTIONS</p> <p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> <p>Procurement</p> <ul style="list-style-type: none"> Identifies the needs of the agency by understanding what goods or services are required by the organization. Finds and evaluates potential suppliers to fulfill those needs. Discusses and agrees on prices, delivery schedules, and other contract terms. Prepare and processes Purchase Orders (POs) from approved Intra-Office Requisitions (IORs) in the Financial Information System for California (Fi\$Cal) Determines appropriate account coding for purchase of goods and services worth less than \$10,000. Tracks POs by extracting Fi\$Cal reports and analyzing data to ensure accuracy of payments made by State Controller's Office (SCO), Office Revolving Fund (ORF) check requests or P-Card payments. Maintain accurate records of procurement transactions, contracts and vendor information. Prepares the submission of procurement reports to regulating agencies. Coordinate orders of inventory supplies with the office front desk and business services. Identify opportunities for cost savings and process improvements within the procurement function.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Erika Gomez	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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<div data-bbox="198 325 258 361">30%</div> <div data-bbox="198 737 258 772">15%</div> <div data-bbox="183 1236 258 1299"> <div data-bbox="198 1236 250 1264">5%</div> <div data-bbox="183 1264 258 1299">100%</div> </div>	<div data-bbox="375 235 868 262">ESSENTIAL FUNCTIONS (CONTINUED)</div> <div data-bbox="375 325 493 352"><u>Invoicing</u></div> <div data-bbox="412 361 1539 674"> <ul style="list-style-type: none"> • Provide a rigorous quality control process of SCC and SFBRA invoicing to ensure accuracy and completeness. • Ensure all required documents are retained as necessary for post-audit review and entered in Fi\$Cal. • Resolve billing issues and handle invoice-related queries. • Collaborate with the accounting department to reconcile invoice issues. • Track and monitor accounts for timely payments and update records. • Maintain comprehensive electronic records of all invoices and transactions. • Prepare regular reports and summaries of invoice activity. • Support financial audits by providing required information. </div> <div data-bbox="368 737 522 762"><u>Assist/Train</u></div> <div data-bbox="412 772 1539 1148"> <ul style="list-style-type: none"> • Responsible for attending Small Business/Disable Veteran Business Enterprise (SB/DVBE) and provide detail information to staff regarding SB/DVBE purchasing requirements. • Act as liaison between the Conservancy and various regulatory/controlled agencies. • Conduct training for new and existing staff. • Coordinate the maintenance and continuous improvement of the unit's workload by contributing ideas, updating and providing new materials as appropriate. • Foster a collaborative work environment where all stakeholders involved are provided guidance on new requirements by establishing clear communication and maintaining flexibility. • Communicate procurement updates to SCC staff via e-mail and/or facilitate presentations. • Submit FI\$Cal Service Center tickets for unresolved issues. • Prepare statistical reports for management. </div> <div data-bbox="375 1209 685 1236">MARGINAL FUNCTIONS</div> <div data-bbox="412 1247 1539 1344"> <ul style="list-style-type: none"> • Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion. • Update procedure manuals relevant to procurement. </div> <div data-bbox="375 1379 1037 1407">Special Projects and other duties as assigned or require.</div>

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	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> 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 or conference leader; and appear before legislative and other committees.</p> <p>Special Personal Characteristics Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent organizational skills. • Sound analytical skills at a professional level. • Attention to detail. • Experience working with the state budget process. • Proficiency with MS Office (Word, Excel, Power Point and Outlook and Peoplesoft) • Positive attitude and highly motivated. • Ability to build and maintain positive professional relationships with colleagues. • Ability to analyze information and make decisions in a competent and timely manner. • Ability to work well with others and maintain good interpersonal relationships. • High level of accuracy with the ability to correct mistakes when needed. • Ability to ask effective questions, evaluates information, apply guidelines and procedures, and make accurate and timely decisions. • Self-starter/takes initiative. • Ability to maximize utilization of computers to accomplish daily tasks. • Maintain regular and predictable attendance. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Travel to meetings and project sites may be required during project development management, and/or monitoring. • Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. • Both indoor and outdoor work is common. • Operating a computer system is essential to perform duties. • May have to stand/sit for long periods. • Work hours may be various, such as shift work, weekends, evenings, and holidays. • May require an employee to work in adversarial situations. • Work in a range of climatic environments and may be exposed to extreme weather and traffic conditions. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p>

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	<p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>