

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-116-4720-001	Date:
Class: Business Service Officer I (Specialist)	Name:
Under the general supervision of the Hospital General Services Administrator II.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Plan and organize the Purchasing and Services Operation for the Veterans Home of California-GLAVC. Purchase all materials, supplies and equipment for staff and perform other related duties as required. Assist departmental officials in obtaining the types of supplies or equipment best suited to their needs; confer with the State Office of Procurement, other State departments and sales representatives on procurement matters; interview vendors and their agents regarding products and arrange for adjustments on wrong, damaged or sub-standard items.
25%	Process all necessary paperwork. Assist the Contract Staff with purchase estimates, purchase orders, and contract orders. Keep running balances on materials and monetary limits. Prepare monthly special reports for Management. Input documents, warehouse inventory, and warehouse information into the computer. Assist with the warehouse inventory.
25%	Develop policies and procedures; determine the quality and kinds of materials to be purchased and write specifications for goods and services. Provide assistance to the staff at the VHC-GLAVC. This includes answering questions on quantity of items to be purchased and follow-up on possible staff complaints.
15%	Keep necessary purchase records, stock received reports, and inventory and property records; supervise the receipt, storage and care of commodities purchased; supervise the preparation of purchase estimates and sub-purchase orders for needed materials, supplies, equipment and expedite delivery of items when necessary. Maintain the procurement operation in a good working condition. Secure bids, prepare contracts and service agreements for maintenance and repair to equipment, and other contracted services; prepare correspondence and reports.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Review mail; view computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X	
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Distribute information; conduct inventory; within home.				X		
SITTING: Work station; meetings; training.					X	
STANDING: Copy documents; accept deliveries.				X		
BALANCING: As needed to perform duties.		X				
CONCENTRATING: Determine needs of vendors, and Veterans Home regarding procurement; provide information; log inventory and determine appropriate recipient; prepare various forms and documents.				X		
COMPREHENSION: Understand policies and procedures.					X	
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.					X	
LIFTING UP TO 10 LBS:				X		
LIFTING 10 – 20 LBS:		X				
LIFTING 25 – 50 LBS:		X				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X	
CARRYING: Distribute inventory and documents.					X	
CLIMBING: As needed to perform duties; stairs.		X				
BENDING AT WAIST: As needed to perform duties; use copier; access low file drawers.			X			
KNEELING: As needed to perform duties; access low file drawers.		X				
PUSHING OR PULLING: Mail cart or deliveries; open and close file drawers.		X				
HANDLING: Type on computer; sort paperwork.					X	
DRIVING: As needed to perform duties; special events.		X				
OPERATING EQUIPMENT: Computer, telephone, copier, printer; fax machine, inserter machine, postage machine.					X	
WORKING INDOORS: Enclosed office environment.					X	
WORKING OUTDOORS: As needed to perform duties; special events.		X				
WORKING IN CONFINED SPACE: Enclosed office environment; storage closet, file room, etc.					X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____