

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-665-5393-748

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

ADM/Contracts and Procurement Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

GAB/IT Acquisitions Section

SUPERVISOR'S NAME:

Stephen Bedsworth

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) Departmental organizations on a statewide basis and the California Health and Human Services Agency.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Analyst II is the journey-level and Subject Matter Expert (SME) in the area of purchasing IT goods. The Analyst II uses state law, policy, and regulations to independently perform complex, technical, and analytical work for the IT Acquisitions Section. The Analyst II conducts research, writes and presents special reports, leads and participates in special projects, and acts as a mentor to new staff. The Analyst II conducts solicitations, including Requests for Quotes (RFQ) and Requests for Offers (RFO), for the Department ensuring compliance. The Analyst II provides customer service to CDSS programs and vendors.

A. RESPONSIBILITIES OF POSITION:

- 45% Reviews requests for IT goods to determine method of purchase, prioritizing workload as necessary. Ensures IT goods purchases are appropriate, within state policy and law, and ensures federal compliance, when applicable. Analyzes new requests, negotiates, and establishes purchasing priorities with Departmental programs, and control agencies for review and approval. Ensures all authorizations, approvals, and documents are present with purchase requests. Performs activities involved with the development and execution of complex and difficult agreements with general direction from the Supervisor I. Conducts pre-bid conferences, arranges for samples, and demonstrations. Oversees the evaluation panel and contract award process. Keeps contract files in a well-organized manner, generating extensive detailed chronological documentation and relevant notes in the solicitation and contract files, as necessary.
- 25% Independently develops and keeps current solicitation methodologies and processes to ensure purchases are conducted according to departmental policy and state law. Ensures Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation whenever possible to meet departmental goals. Continually monitors state procurement laws to ensure the Department meets all legal purchasing requirements and to protect the Department's delegation. Ensures that the policies and procedures manual and desk references instructions are maintained and up-to-date. Plans and develops solutions-based strategies and recommendations to apply new policies. Stays current with new legislation, Governor's Executive Orders, Management Memos, and DGS Broadcasts Bulletins.
- 20% Assists customers with navigation of the IT goods purchasing process. Provides excellent customer service to CDSS staff by communicating status of contracts, proper method for gathering quotations, recommends alternatives to purchasing methods, and any other purchasing related-related issues. Meets and consults with Departmental managers, staff, and control agencies regarding purchase development, issue resolution, regulations, policies, and procedures. Communicates with vendors on a regular basis to resolve issues. Provides training to customers and mentors new staff regarding procurement and FI\$Cal. Monitors the IT Acquisitions email inbox, including organization and dissemination of information to the appropriate party.
- 5% Performs special studies, research, and projects. Acts as a member of project teams, when required. Assists with procurement issues when applicable to the purchasing process. Keeps supervisor informed of progress and potential issues, elevates critical issues when appropriate. Acts on behalf of the Supervisor when they're out of the office.
- 5% Other Duties as required.

B. SUPERVISION RECEIVED:

The Analyst II receives general direction from the Supervisor I and, as needed, other management within the Grants and Acquisitions Bureau (GAB).

C. ADMINISTRATIVE RESPONSIBILITY:

CDSS operates under Delegated Purchasing Authority granted by DGS. The Analyst II is familiar with, and must adhere to, practices outlined in the State Contracting Manual (SCM), as well as policies and procedures within the State Administrative Manual (SAM).

D. PERSONAL CONTACTS:

The Analyst II has daily contact with all levels of departmental employees, DGS procurement staff, representatives from other state and control agencies, and private sector business personnel.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling purchase requests and resolving problems of a sensitive nature could result in the loss of the Department's delegated purchasing authority. Improper and/or conflict of interest activities could result in employee financial responsibility for the expenditures. Also, failure to use good judgment in the completion of assignments could result in customer dissatisfaction and significant financial loss to the Department.

F. OTHER INFORMATION:

The Analyst II must display good instincts and have the ability to resolve problems. Good research skills and using the internet in conducting market research are critical in job performance. Good verbal and written communication skills are critical. The Analyst II must have the ability to work effectively under pressure, multi-task, and maintain the confidence and cooperation of those contacted during the course of work. Some travel may be required to provide training, make on-site purchasing decisions, and completing assignments. The Analyst II is required to produce completed staff work.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-665-5157-748

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

ADM/Contracts and Procurement Services Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

GAB/IT Acquisitions Section

SUPERVISOR'S NAME:

Stephen Bedsworth

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) Departmental organizations on a statewide basis and the California Health and Human Services Agency.

CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Analyst I is an entry-level analyst in the area of purchasing IT goods. The Analyst I uses state law, policy, and regulations to perform entry-level technical, and analytical work for the IT Acquisitions Section. The Analyst I assists with conducting research, writing and presenting special reports, coordinates and participates in special projects, and acts as a mentor to new staff. The Analyst I conducts solicitations, including Requests for Quotes (RFQ) and Requests for Offers (RFO), for the Department ensuring compliance. The Analyst I provides customer service to CDSS programs and vendors.

A. RESPONSIBILITIES OF POSITION:

- 40% Reviews requests for IT goods to determine method of purchase, prioritizing workload as necessary. Ensures IT goods purchases are appropriate and within state policy and law, and ensures federal compliance, when applicable. Analyzes new requests, negotiates, and establishes purchasing priorities with Departmental programs, and control agencies for review and approval. Ensures all authorizations, approvals, and documents are present with purchase requests. Performs activities involved with the development and execution agreements with direction from the Supervisor I. Conducts pre-bid conferences, arranges for samples, and demonstrations. Oversees the evaluation panel and contract award process. Keeps contract files in a well-organized manner, generating extensive detailed chronological documentation and relevant notes in the solicitation and contract files, as necessary.
- 30% Assists customers with navigation of the IT goods purchasing process. Provides excellent customer service to CDSS staff by communicating status of contracts, proper method for gathering quotations, recommends alternatives to purchasing methods, and any other purchasing related-related issues. Meets and consults with Departmental managers, staff, and control agencies regarding purchase development, issue resolution, regulations, policies, and procedures. Communicates with vendors on a regular basis to resolve issues. Provides training to customers and mentors new staff regarding procurement and FI\$Cal.
- 20% Assists in the development and keeps current solicitation methodologies and processes to ensure purchases are conducted according to departmental policy and state law. Ensures Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation whenever possible to meet departmental goals. Continually monitors state procurement laws to ensure the Department meets all legal purchasing requirements and to protect the Department's delegation. Ensures that the policies and procedures manual and desk references instructions are maintained and up-to-date. Plans and develops solutions-based strategies and recommendations to apply new policies. Stays current with new legislation, Governor's Executive Orders, Management Memos, and DGS Broadcasts Bulletins.
- 5% Assists in special studies, research, and projects. Acts as a member of project teams, when required. Assists with procurement issues when applicable to the purchasing process. Keeps supervisor informed of progress and potential issues, elevates critical issues when appropriate.
- 5% Other Duties as required.

B. SUPERVISION RECEIVED:

The Analyst I receives direction from the Supervisor I and, as needed, other management within the Grants and Acquisitions Bureau (GAB).

C. ADMINISTRATIVE RESPONSIBILITY:

CDSS operates under Delegated Purchasing Authority granted by DGS. The Analyst I is familiar with, and must adhere to, practices outlined in the State Contracting Manual (SCM), as well as policies and procedures within the State Administrative Manual (SAM).

D. PERSONAL CONTACTS:

The Analyst I has daily contact with all levels of departmental employees, DGS procurement staff, representatives from other state and control agencies, and private sector business personnel.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling purchase requests and resolving problems of a sensitive nature could result in the loss of the Department's delegated purchasing authority. Improper and/or conflict of interest activities could result in employee financial responsibility for the expenditures. Also, failure to use good judgment in the completion of assignments could result in customer dissatisfaction and significant financial loss to the Department.

F. OTHER INFORMATION:

The Analyst I must display good instincts and have the ability to resolve problems. Good research skills and using the internet in conducting market research are critical in job performance. Good verbal and written communication skills are critical. The Analyst I must have the ability to work effectively under pressure, multi-task, and maintain the confidence and cooperation of those contacted during the course of work. Some travel may be required to provide training, make on-site purchasing decisions, and completing assignments. The Analyst I is required to produce completed staff work.