



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Debris Removal Contracts & Procure Unit

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 25-249	Classification Title: Analyst II	Position Number: 835-306-5393-703
Incumbent Name: Vacant	Working Title: Procurement Analyst	Effective Date: 05/01/2026
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: TBD
Division/Branch: AFITS/ASB	Section/Unit: Contracts & Procurement/Debris Removal Contracts & Procurement Unit	Reporting Location: Sacramento, CA
Supervisor's Name: Rene Garcia	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:

Under direction of the Supervisor I, the incumbent is responsible for the most difficult and complex Non-Information Technology Goods and Services, purchase requisitions and purchase orders to ensure all state regulatory requirements have been met. The incumbent is expected to exhibit professional business writing skills, professional analytical skills, and work cooperatively with peers, managers, experienced staff and external stakeholders to meet the needs of the Contracts and Procurement Unit and the Department.



Essential Functions (including percentage of time):

- 40% Works closely with the Department of General Services Procurement Division (DGS/PD) as the Non-IT Goods Buyer and transacts in the Financial Information System for California (FI\$Cal) system as the Advanced Buyer and Cal-Card holder, for the department by: performing the day-to-day purchasing activities under the departments delegated purchasing authority; maintaining procurement files, operational manuals, and related documentation; improving business processes and practices; assist with ongoing FI\$Cal updates; analyzing and processing purchase requests and making recommendations on the most appropriate methods of acquisition; assist with meeting planner reservations and related activities; contacting vendors, contractors, and suppliers to research products; resolving problems with purchase orders and delivered merchandise, including negotiation of adjustments on incorrect purchase orders, damaged goods, merchandise not meeting specifications and substandard goods; resolving purchase order and invoice payment issues; preparing and submitting required reports; responding to audit requests; attending meetings, procurement forums, and required training.
- 35% Works closely with department programs, management, legal, Purchasing Authority Contact (PAC) and administrative staff by: advising on procurement policies and procedures; serves as the subject matter expert in the Environmentally Preferred Purchasing Program and the State Agency Buy Recycled Campaign for the department by promoting, overseeing and tracking both initiatives and provides guidance to staff, assisting with both procurement analytical support and interpretation of data; assist with meeting planner reservations and related activities; responding to the resolution of issues; facilitating group training and other instructional opportunities; preparing presentations on procurement data and information including projected needs and costs of equipment and supplies for budget development; maintaining requisitioner, and division liaison resources; and representing the department's procurement areas as needed, making recommendations to executive staff, management and program staff on all aspects of the procurement processes; and coordinating with the department's SB/DVBE Advocate. The incumbent acts as the Reasonable Accommodation Procurement Coordinator and ensures timely execution of purchase orders.
- 20% Works closely with cross-functional teams within the California Environmental Protection Agency, other state agencies, and the department by: collaborating on the gathering of data and preparation of documents regarding procurement activities; responding to audit requests; developing and updating program reports, forms, and instructions; editing operational manuals; improving business processes and practices; coordinating logistical arrangements for meetings pertaining to procurements and solicitations; compiling, preparing, and submitting required documents and reports; and attending meetings and required training.



Marginal Functions (Including a percentage of the time):

- 5% Conduct special projects or assignments related to contracting and procurement process improvements or the revision or development of new forms and procurement and contracting tools. Attend in person State Contracting Advisory Network (SCAN) meetings and Procurement Forums.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date