

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-665-5393-751

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

ADM/Contracts and Procurement Services Branch

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

GAB/Non-IT Procurement and Administrative Support Sec.

SUPERVISOR'S NAME:

Cindy Maligad

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.

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**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 non-IT goods and services using the P-Card. The Analyst II uses state law, policy, and regulations to independently perform the most complex, technical, and analytical work for the Purchasing and P-Card Unit. 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 coordinates and monitors the statewide P-Card program for the Department ensuring compliance and recommends corrective actions. The Analyst II provides customer service to CDSS programs and vendors.

**A. RESPONSIBILITIES OF POSITION:**

- 40% Serves as the SME regarding procurement rules and regulations, and the P-Card program. Serves as the liaison between cardholders, approving officials, and the P-Card program's bank (currently US Bank). Performs compliance reviews of procurement files, documents findings, and provides recommendations for process improvement and efficiency. Independently analyzes reports and Statement of Account packages to ensure compliance with P-Card usage policies. Researches and consults with program staff and management regarding impermissible P-Card transactions. Accomplishes tasks in accordance with all applicable statutes, the State Contracting Manuals, State Administrative Manual, and the purchasing delegation granted by the Department of General Services.
- 25% Administers US Bank's database by reviewing and processing applications and account adjustments from cardholders and approving officials. Independently issues P-Cards, cancels P-Cards, transfers, and authorizes P-Card users. Performs database management and administration tasks associated with P-Card authorization levels and establishment of approving officials in both US Bank and FI\$Cal systems. Reconciles P-Card statements using bank records and FI\$Cal to ensure accuracy of cardholder information and payments. Develops and maintains spreadsheets and reports to track account information, cardholder spending levels, prohibited and late purchases, and corrective actions taken for violations. Makes written findings and recommendations to management regarding potential warning notifications and cardholder cancellations. Independently recommends solutions to resolve challenges.
- 10% Develops and conducts P-Card program trainings, both virtually and in-person. Writes and updates documents informing cardholders, approving officials, and liaisons of program updates to comply with all applicable statutes, policies, and manuals. Reviews and updates P-Card information contained on CPSB's intranet.
- 10% Reviews requests for non-IT supplies, equipment, and services to determine method of purchase, prioritizing workload as necessary. Ensures 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 of the more complex and difficult purchases and agreements with general direction from the Supervisor I. Conducts pre-bid conferences, arranges for samples, and demonstrations. Keeps procurement files in a well-organized manner, generating extensive detailed chronological documentation and relevant notes in the solicitation and procurement file, as necessary.
- 5% Assists customers with navigation of the purchasing process. Provides excellent customer service to CDSS staff by communicating status of purchases, proper method for gathering quotations, recommending alternatives to purchase, and any other purchasing-related issue. Meets and consults with Departmental managers, staff, and Department of General Services (DGS) Procurement Division (PD) regarding purchase development.
- 5% Performs special studies, research, and projects. Acts as a member of project teams, when required. 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.

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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:

TBD

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-665-5157-751

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

ADM/Contracts and Procurement Services Branch

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

GAB/Non-IT Procurement and Administrative Support Sec.

SUPERVISOR'S NAME:

Cindy Maligad

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

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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.

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## CONCEPT OF POSITION:

Under the supervision of the Supervisor I, the Analyst I is an entry-level analyst in the area of purchasing non-IT goods and services using the P-Card. The Analyst I uses state law, policy, and regulations to perform entry-level technical and analytical work for the Purchasing and P-Card Unit. The Analyst I conducts research, writes and presents special reports, and participates in special projects, and acts as support for senior staff. The Analyst I monitors the statewide P-Card program for the Department ensuring compliance and assists Senior staff with recommending corrective actions. The Analyst I provides customer service to COSS programs and vendors.

## A. RESPONSIBILITIES OF POSITION:

40% Serves as the entry level analyst regarding procurement rules and regulations, and the P-Card program. Serves as the liaison between cardholders, approving officials, and the P-Card program's bank (currently US Bank). Performs compliance reviews of procurement files, documents findings, and provides recommendations for process improvement and efficiency. Analyzes basic reports and Statement of Account packages to ensure compliance with P-Card usage policies. Researches and consults with program staff and management regarding impermissible P-Card transactions. Accomplishes tasks in accordance with all applicable statutes, the State Contracting Manuals, State Administrative Manual, and the purchasing delegation granted by the Department of General Services.

25% Administers US Bank's database by reviewing and processing applications and account adjustments from cardholders and approving officials. Issues P-Cards, cancels P-Cards, transfers, and authorizes P-Card users. Performs basic database management and administration tasks associated with P-Card authorization levels and establishment of approving officials in both US Bank and FI\$Cal systems. Reconciles P-Card statements using bank records and FI\$Cal to ensure accuracy of cardholder information and payments. Develops and maintains basic spreadsheets and reports to track account information, cardholder spending levels, prohibited and late purchases, and corrective actions taken for violations. Makes written findings and recommendations to Senior Staff regarding potential warning notifications and cardholder cancellations. Recommends solutions to resolve challenges.

10% Under the Supervision of the Supervisor 1 and guidance from Senior Staff, develops and conducts P-Card program trainings, both virtually and in-person. Writes and updates documents informing cardholders, approving officials, and liaisons of program updates to comply with all applicable statutes, policies, and manuals. With the help of Senior Staff, reviews and updates P-Card information contained on CPSB's intranet.

10% Reviews requests for non-IT supplies, equipment, and services to determine method of purchase, prioritizing workload as necessary. Ensures 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 of entry to medium level purchases and agreements with general direction from the Supervisor I. Conducts pre-bid conferences, arranges for samples, and demonstrations. Keeps procurement files in a well-organized manner, generating extensive detailed chronological documentation and relevant notes in the solicitation and procurement file, as necessary.

5% Assists customers with navigation of the purchasing process. Provides excellent customer service to COSS staff by communicating status of purchases, proper method for gathering quotations, recommending alternatives to purchase, and any other purchasing-related issue. Meets and consults with Departmental managers, staff, and Department of General Services (DGS) Procurement Division (PD) regarding purchase development.

5% Performs entry level studies, research, and projects. Acts as a member of project teams, when required. Keeps supervisor informed of progress and potential issues, elevates critical issues when appropriate.

5% Other Duties as required.

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B. SUPERVISION RECEIVED:

The Analyst I receives general direction from the Supervisor I and, as needed, other management within the Grants and Acquisitions Bureau (GAB). Will also receive assistance from the Analyst II on more complex transactions and projects.

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 work with Senior Staff and management 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.