

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30737	DGS DIVISION / OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Administrative Office	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 306-072-5393-700	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m. to 5:00 p.m.	TENURE Permanent	
WORKING TITLE Procurement Resource Liaison	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Supervisor I, the Analyst II in the Department of General Services, Enterprise Technology Solutions is primarily responsible for tracking and submitting purchase requests for Enterprise Technology Solutions (ETS), completing incidental purchases using a CalCard, maintaining the data integrity of the procurement database, and completing special projects and other administrative tasks as needed.

Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing

SPECIAL REQUIREMENTS Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)

Professional License (specify below in Description) Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Contract Analyst- Combo Task Researches, analyzes, and prepares the most complex contract requests for goods and services for ETS by consulting with program staff to determine their needs, identifying and determining the appropriate type of contract, preparing justifications, memorandums, required documents, initiating and processing supporting documentation, and developing, amending and renewing contracts and scopes of work in order to submit complete contract requisition package documents to the Office of Business and Acquisition Services, to ensure all contracts are executed accurately and timely, in accordance with state purchasing policies, procedures, and guidelines, utilizing FI\$Cal, ServiceNow, SharePoint, MS Office Suite applications, and other related software or tools.
25%	Update and audit the ETS procurement database by collaborating with procurement staff, regularly checking procurement submissions and updating records in order to maintain data integrity to

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	ensure reports pulled from the database are accurate and renewal data is correct utilizing SharePoint Online, ServiceNow, FI\$Cal, and the Microsoft Office Suite.
20%	pecial Projects Participates in special projects and assignments of the most complex difficulty related to purchasing by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.
15%	Incidental Purchasing Orders incidental goods for ETS upon request or by tracking and maintaining inventory, and purchasing from approved vendors, executing the bidding process when required, receiving and distributing shipments, and reconciling statements and receipts in Financial Information System for California (FI\$Cal) using assigned Procurement Card (Cal Card) in order to procure the supplies necessary for staff to perform essential functions to ensure compliance with CalCard policies, procedures and manual.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs miscellaneous administrative duties and provide back-up assistance for other administrative staff when they are absent or on assignment by attending team meetings and addressing impromptu customer requests, utilizing ServiceNow, Outlook, MS Teams, and other collaborative tools in order to foster a supportive team atmosphere and to ensure excellent customer service.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

Will be required to report to the office as needed/required.

DESIRABLE QUALIFICATIONS

- Skills in developing, reviewing, and managing procurement documentation, such as Statements of Work, purchase justifications, cost analyses, scoring criteria, and contract amendments.
- Ability to conduct analytical review of procurement requests to ensure compliance, accuracy, and alignment with program needs and budgeting.
- Experience coordinating multiple assignments with tight deadlines; ability to plan, organize, and establish priorities effectively.
- Proficiency with Microsoft Office, procurement tracking systems, SharePoint, and documentation management tools.
- Ability to interpret and apply policy, procedures, and technical guidance and explain procurement requirements.

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- Strong attention to detail, problem solving skills, and the ability to recommend process improvements.
- Ability to work independently and collaboratively, exercising initiative and sound judgment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED