

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Analyst I
WORKING TITLE: Property & Procurement Analyst

STATEMENT OF DUTIES: Under the supervision of the Public Rights Division (PRD) Supervisor I (SUP I), the Analyst I performs a variety of analytical and procurement duties of the Executive Unit. Duties include, but are not limited to, serving as a statewide property controller, and for purchasing responsibilities involving both IT and non-IT expenditures statewide. The Analyst I also handles functions such as ordering equipment related to ergonomic evaluations and wireless device administration and provides recommendations to management on a variety of administrative needs. Functions of this role are interrelated and pertain to the fiscal, onboarding, and procurement needs of the unit, wherein the Analyst I will interpret and apply related statutes, regulations, policies and procedures, and perform tasks in accordance with departmental policies and procedures, the State Contracting Manual (SCM), and State Administrative Manual (SAM). The Analyst I works with departmental programs such as the Division of Administrative Services (DAS), the Contracts and Procurement Unit, Legal Support Operations (LSO), Accounting, the Office of General Counsel, and the California Justice Information Services Division (CJIS). The Analyst I acts as a customer service liaison to various levels of departmental staff, including legal professionals within the Division and members of the DAS, LSO, and CJIS.

SUPERVISION RECEIVED: Under the supervision of the PRD Contracts & Procurement SUP I. May receive direction from PRD Supervisor II (Legal Division Manager).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 lbs. Occasional travel to various office locations throughout the state may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office in a smoke-free environment within an interior or exterior workspace.

ESSENTIAL FUNCTIONS:

35% Under the supervision of the SUP I, procures division equipment; prepares, reviews, and processes a variety of purchase orders, justifications, and competitive bids. Statewide responsibilities include ensuring the Division is in compliance with existing rules and regulations as stated in the Department of Justice Administrative Manual (DOJAM) and SAM when reviewing purchase orders and procurement invoices, especially those processed by other divisions and sections on behalf of the PRD. Prepares purchasing packages and authorization of payment. Drafts procurement recommendations on areas

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

of improvement and problem resolution for Division management review. Interprets and applies various statutes, regulations, and DOJAM and SAM policies and procedures to ensure compliance with procurement protocols. As a Cal-Card (CC) holder, adheres to the policies and regulations provided by the Department of General Services regarding all Division purchases. Procures necessary items for legal and non-legal staff, ensures deadlines are met, and prepares monthly logs for reconciliation. Evaluates procurement processes to increase efficiency and mitigate negative impact on program and budgetary objectives.

- 25% Assists with and maintains division-wide tracking systems to monitor equipment purchases and location-based property. Responsible for assignment and asset tagging of equipment, as well as disbursement and collection of PRD equipment. Makes recommendations to the SUP I regarding purchases of office equipment; coordinates multi-office purchases and assists with the redirection of computers and related peripheral items. Processes all paperwork to transfer and survey all obsolete or damaged equipment, as well as any assets stolen or missing from the Department, in compliance with DOJAM and SAM policies and procedures. Reconciles property records on an ongoing basis and ensures information is accurate, per the Asset Management System. Acts as a Trial Equipment Coordinator and maintains checkout equipment for use by trial teams; tags items and monitors location, use, and return of equipment post-trial.
- 15% Works with the lead Property and Procurement Analyst, the Department of Justice (DOJ) Wireless Coordinator and the Technical Assistance Center on issues that may arise with wireless devices connected to DOJ servers. Maintains property database and activation details related to smartphones, jetpacks, tablets, and other wireless equipment, including proper form handling and tracking. Troubleshoots technical and billing issues with Verizon Wireless. Reviews and processes the Division's Verizon bill and evaluates the cost breakdown, assisting with preparing projections of fiscal payouts. Provides SUP I with recommendations on potential cost savings related to wireless device management and services.
- 15% Works closely with the Risk Management Unit and the PRD Employee Resource Liaisons to address workstation changes and equipment requests. May provide ergonomic analyses when modifying existing space or planning for future facility space and may conduct ergonomic evaluations for Division employees. Procures required equipment and supplies in response to evaluations and follows proper protocols for routing medical documentation as needed. Maintains an accurate database of all employees' evaluations, ergonomic supplies, and evaluation dates in the event of a workers' compensation claim.
- 5% Collaborates with other analysts and the SUP I in the development and evaluation of the Division's spending plan related to future property and procurement needs. Presents reports and analyses to the SUP I and monitors the implementation of approved recommendations as they relate to the Division's budget allowance. Provides and assists with analyses and projections related to property and procurement during fiscal

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
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DUTY STATEMENT**

monitoring and/or budget drills throughout the year.

- 5% Prepares various annual Division reports as well as special studies or projects assigned by the SUP I and the Chief Assistant. Provides administrative support and assistance, including acting as a back-up to other staff in the PRD Executive Unit in times of absence or as operationally needed.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date