

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A	
Position No: 573-230-4707-001	Date:
Class: Business Service Assistant (Specialist)	Name:
Under close supervision of the Business Services Officer, the incumbent will learn to perform a variety of technical and analytical business service activities.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Analyze purchase requisitions to determine best method and business practices. Solicit and award bids for various commodities and services. Develop and assist in the development of Scopes of Work. Apply appropriate cost center and object codes. Verify appropriate signatures, justification and approval. Attach all required documentation. Assign purchase order number, type and review the purchase orders. Register purchases on the Department of General Services (DGS) State Contract and Procurement Registration System (SCPCRS). Process all emergency purchase requests. Process all Morale, Welfare, and Recreation Fund requisition requests. Process online purchase requests such as PIA orders and post fund orders. Process Service and expense orders, copier maintenance and blanket purchases. Create and maintain tracking data bases.
35%	Resolve discrepancies in price, description, shipping, part numbers, and other areas of the requisition requests. Follow up and train departments in purchasing requirements. Investigate and resolve shipping and invoice disputes. Assist warehouse in resolving shipping issues, returns and trace shipments. Arrange shipping through the Traffic Management Unit. Process purchase amendments, type purchase orders in computerized purchasing database, file purchase documents. Expedite purchase orders.
15%	Research and apply Small Business (SB)/ Disabled Veteran Business Enterprises (DVBE) incentives to all requisitions. Review all requisitions for SB and/or DVBE participation. Keep Dynamic database current with vendor information. Implement and maintain the SB/DVBE outreach program. Provide SB/DVBE information to departments within home. Correspond via email, telephone and in person with staff, vendors and other state departments regarding purchasing. May act as a lead over subordinates.
5%	Research state policies regarding purchasing and contracts through the State Administrative, State Contract Manuals, Purchasing Administrative Manuals. Keep abreast of DGS guidelines and policies regarding Statewide Contracts, Master Service Agreements, State Price Schedules, Office of Fleet Administration and Prison Industry Authority. Participate in mandatory and non-mandatory training.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.			X		
SITTING: Work station; meetings; training.				X	
STANDING: Copy documents; review records.			X		
BALANCING: Step stools, ladders, etc.		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures of the department; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS: reams of paper, files, manuals					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: stairs to other floors		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____