

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
BUSINESS MANAGEMENT SUPPORT BRANCH
PROCUREMENT AND STAR SUPPORT SECTION
GOODS PROCUREMENT UNIT II**

DUTY STATEMENT

JOB TITLE: Analyst II**POSITION #:** 472-525-5393-XXX**EMPLOYEE:**

POSITION DESCRIPTION: The Analyst II performs a variety of tasks including consultative and analytical assignments in the areas of contracts and procurement within the Procurement and STAR Support Section (PASS), for the Department of Developmental Services (Department). The Analyst works independently, applies sound analytical techniques, and handles the most complex, technical, and sensitive assignments and requests with respect, understanding, tact and professionalism. The Analyst interacts positively with managers and staff at all levels and takes extra steps to provide quality services to internal and external customers.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under direction of, the Supervisor I of the Goods Procurement Unit II, May also receive direction from other PASS supervisors.

EXAMPLES OF DUTIES:Essential Job Functions:

- 30% Researches and identifies appropriate acquisition methods for purchases in accordance with the department's delegated purchasing authority and contracting delegation. Confers with program staff from Department divisions, including Information Technology Division (ITD), and facilities, as well as management, in the early stages of the acquisition process to ensure the procurement of Goods and Services; follow established procedures in accordance with the State Administrative Manual (SAM), State Contracting Manual (SCM), procurement policies, Executive Orders, Management Memos, and other applicable requirements. Processes acquisitions using various acquisition methods including Leveraged Procurement Agreements (LPA), Statewide Contracts, Small Business (SB)/Disabled Veteran Business Enterprise (DBVE) Option, Invitation for Bid (IFB), Request for Proposal (RFP), Fair and Reasonable (F&R), etc.

- 30% Assists with scope/statement of work development, prepares and processes procurement solicitations, reviews bids, proposals, quotes, make awards, and helps resolve any issues during the procurement process. Prepares purchase orders for entry into the Financial Information System for California (FI\$Cal). Records all pertinent data into the Contract Acquisition Lifecycle Management (CALM) system, maintains activity log in CALM system to provide timely updates to community members, and management. Maintains procurement files in accordance with department policy. Maintains electronic and hard copy files for all procurements, ensuring completeness.
- 25% Assists with internal or legislatively mandated reports for management's review prior to submitting to control agencies or management. Gathers the required documents for the bi-annual audit.
- 10% Recommends improvements to the Departments procurement processes and assists with the implementation of the recommendations, developing and conducting training utilizing the Department of General Services' (DGS) and California Department of Technology policies and procedures.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-space partitioned office environment. Incumbent uses a computer 70 to 80 percent of the time. Incumbent sits for extended periods in meetings, and/or reviewing documents and work papers. Travel is required, approximately five percent to meetings at other State departments within the Sacramento area.

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Microsoft Office Suite applications (Outlook, Word, Excel and PowerPoint), State contracting and procurement regulations, policies and procedures, and manuals, the Financial Information System for California (FI\$Cal) procurement functions.

Ability to: Multi-task, meet deadlines and adjust to changing priorities in a cooperative manner. Consistently exercise a high degree of initiative, maintain good attendance and punctuality, focus, pay attention to detail, and follow-through, strong analytical, research, presentation, and organizational skills.

CERTIFICATION OR LICENSE: None.

JOB TITLE: Analyst II

POSITION #: 472-525-5393-XXX

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.