

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31161	DGS DIVISION / OFFICE or CLIENT AGENCY AD/Office of Business and Acquisition Services	
UNIT NAME Procurement Services Section	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst I	POSITION NUMBER 306-031-5157-703	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday, 8:00 am to 5:00 pm	TENURE Permanent	
WORKING TITLE Acquisition Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 the supervision of the Supervisor I, the Analyst I in the Administration Division, Office of Business and Acquisition Services (OBAS) will be responsible for independently performing the less complex analytical duties in support of DGS' centralized procurement operations in the Contract Services Section. All tasks are performed in accordance with the OBAS policies and procedures, utilizing peer resources, State Contract Manuals, State Administrative Manual, Government Code, Public Contract Code, OBAS Memorandums, Broadcast Bulletins, State Contract Advisory Network meetings, OBAS Desk Manuals, Microsoft Office Suite, the Financial System of California (FI\$Cal) and ServiceNow.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ 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
30%	Reviews and provides recommendations on procurement specifications, scopes of work, cost sheets and evaluation criteria for less complex contracts by analyzing requests of average difficulty, validating the contract package for completion, identifying Conflict of Interest, performing market research for pricing and availability of products and services, and providing feedback and guidance to internal customer requestors, including program management, on scopes of work by reviewing and applying knowledge and lessons learned from previous scopes of work and consulting with DGS Office of Legal Services and Procurement Division on challenging issues, in order to classify procurements and determine procurement methods to ensure compliance with applicable laws and

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	policies.
20%	Organizes, coordinates and facilitates solicitations of average difficulty by communicating with potential vendors and answering questions regarding bidder requirements, product specifications, scopes of work, cost sheets or other required documents in collaboration with customer requestors, in order to obtain responsive bids, proposals, quotes or offers, to ensure fair and open competition and appropriate use of taxpayer dollars as well as prevent potential protests utilizing Cal eProcure and email.
20%	Analyzes and evaluates bids, quotes or offers for responsiveness by performing research, validating professional licenses, applying appropriate laws, procedures and policies, and providing guidance to program evaluation teams on appropriate evaluation practices, creating bid summary in order to identify awarded vendors while ensuring selection is conducted accurately and consistently with the solicitation or procurement method requirements.
15%	Identifies, obtains, and prepares required documents by performing research, reviewing and analyzing vendor submittals and applying appropriate policies and procedures while communicating with the selected vendor, in order to validate all required documentation is complete for the procurement file, and is fully justifiable and auditable, to ensure compliance with state procurement policies, procedures and guidelines.
10%	Identifies and obtains required approvals and signatures by analyzing applicable delegated authority and assessing when various approvals are required, determining delegated authority, and routing contract documents using ServiceNow, Adobe Sign and other electronic signature tools, in order to finalize the official contract or purchase order to ensure the vendor and DGS are legally bound to the procurement.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Identifies and obtains required approvals and signatures by analyzing applicable delegated authority and assessing when various approvals are required, determining delegated authority, and routing contract documents using ServiceNow, Adobe Sign and other electronic signature tools, in order to finalize the official contract or purchase order to ensure the vendor and DGS are legally bound to the procurement

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

This position involves a peak workload period leading up to fiscal year-end. You may be required to work overtime and flexible schedules to meet business needs.

DESIRABLE QUALIFICATIONS

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
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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
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C & P APPROVED BY	DATE SIGNED
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