

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Analyst II	Position Number: 673-820-5393-812
Incumbent Name: Vacant	Working Title: Acquisitions Analyst	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Fiscal Services Division	Section/Unit: Acquisitions Section B/ Acquisitions Unit D	Reporting Location: Sacramento HQ
Supervisor's Name: Sridharan Krishnamurthy	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Fiscal Services Division's Acquisitions Branch manages and oversees acquisition and grant activities for the California Air Resources Board and the California Environmental Protection Agency. The branch helps programs develop contracts, procurements, and grant agreements, and provides clear guidance and training on acquisition requirements. This branch strengthens internal controls, supports process improvements, and ensures compliance with applicable state and federal requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under direction of a Supervisor I, the incumbent performs analytical and technical work to support programs. The position is responsible for procuring non-IT services, non-IT goods and grants, and contributes to the goals of the Acquisitions Branch, Fiscal Services Division by ensuring timely, compliant, and cost-effective procurement that supports program delivery. The incumbent works independently and collaborates with internal and external stakeholders to advance program objectives.

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% of Time	Essential Functions
35%	The Analyst II shall independently administer the acquisition process from start to finish regarding the procurement of the more complex non-IT commodities and services. Prepare and issue purchase documents for the procurement of goods and services in conformance with the State Contracting Manual (SCM), Volumes 1 and 2. Analyze requests to determine the most appropriate and efficient method for obtaining the requested goods or services; advise, guide, and coordinate with Divisions in the solicitation development and selection process. This includes: making recommendations on the most appropriate solicitation method for the acquisition; advising on time frames, advertising requirements, and other special requirements; reviewing and providing feedback on program's proposed scopes of work (SOW), specifications and timelines; drafting solicitation documents, finalizing and issuing solicitations, responding to bidder inquiries, conducting public cost openings, evaluating bids/proposals, determining and obtaining necessary internal and external approvals, and awarding contracts in compliance with solicitation requirements, statutory and regulatory requirements, and control agency requirements. Works independently to identify, analyze, and resolve contracting issues in compliance with applicable requirements of the PCC, GC, DGS, ARB, and CalEPA policies and procedures. Interpret and apply the State's Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) requirements, as well as the Federal Minority and Women Business (MBE/WBE) requirements (for federally funded contracts), as they relate to contracting. Determine whether any proposed contracts can be established utilizing the DVBE/SB contract option. Analyze bids and proposals for compliance with these requirements, and based on this analysis, recommend whether the bid/proposal should be allowed to continue in the contract evaluation process or be rejected as non-responsive. Respond to complaints/inquiries regarding State DVBE/SB and Federal MBE/WBE compliance.
30%	Develop, administer, and monitor CARB and CalEPA's grant programs. Analyze legislation, rules, and regulations to ensure data complies with grant principles, HSC, and other rules governing State fiscal and grants activities. Review legislative mandates and other statutory, regulatory, and policy changes to interpret the intent and impact on CARB and CalEPA's grant processes, policies, and procedures. Recommend procedural changes to meet the evolving needs of CARB and CalEPA. Advise CARB and CalEPA Program staff on all phases of contracts and grants, ensuring efficient and cost-effective methods are legal, objective, and in compliance with SAM, CM, CCR, HSC, CARB regulations, and purchasing authority. Additionally, ensure compliance with federal regulations and requirements as appropriate. Provide consultation to the public, CARB, CalEPA, and control agencies for all contracting and grants activities of CARB and CalEPA. Review and finalize all Non-Competitively Bid (NCB) requests for approval and submission to FSD Management. Analyze and consult with program staff to prepare and finalize NCB requests for compliance with state laws, regulations, and

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	SCM. Write late NCB justification memos for management signature and approval by DGS Procurement Division (PD). Prepare all Purchase Estimates for submission to and approval by the Department of General Services (DGS/PD). Analyze, interpret, and apply state laws, regulations, and government codes related to purchasing and their impact on CalEPA and CARB's procurement program. Based on the analysis, make recommendations to management. Develop policies and procedures for procurement. Determine the type of documents to be used, appropriate funding allotment, and which documents require control agency approval/signatures. Review and analyze specifications needed for purchase authorization and consult with program staff or management to develop a purchase request
20%	Serve as the liaison between the Division, contractors, and control agencies; respond to questions, make recommendations to management and program staff. Consult with staff on appropriate policies and procedures to be followed. Coordinate the preparation of protest response documentation. Assist with resolving post-award disputes.
10%	Assist with preparation of fiscal year-end activities throughout the year, including tracking reports, charging trend analysis, assessing allotment thresholds, reverting year encumbrances, and tracking appropriateness of expenditures, encumbrances, and program line-item totals. Based on the analysis of the information provided, management and staff must make budgetary recommendations.
% of Time	Marginal Functions
5%	Conduct training for program staff. Provide back-up and support to other staff in the Acquisitions Branch and assist with special projects as assigned. Perform other duties as required.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.

Requires prolonged periods of sitting at a desk and working on a computer.

Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers.

May require occasional lifting and carrying of materials weighing up to 25 pounds.

Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment.

Involves prolonged periods of sitting at a desk and working on a computer.

May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.

Noise levels are typically low to moderate.

May involve occasional travel to attend meetings or trainings

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Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?		
☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date