

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Analyst II	Position Number: 673-820-5393-XXX
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Acquisitions Section B/ Acquisitions Unit D	Reporting Location: Sacramento
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 the direction of a Supervisor I, the incumbent performs analytical and technical work to support procurement review and contract administration activities within Acquisitions Unit D. The position is responsible for analyzing acquisition documentation and ensuring compliance with applicable procurement policies and regulations. The incumbent contributes to the goals of the Section by promoting accurate and compliant acquisition support.

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% of Time	Essential Functions
35%	<p>Independently develops and maintains CARB and CalEPA's grant programs. Responsible and accountable for ensuring compliance with all applicable State and Federal grant laws and regulations, legislative mandates, and statutory and policy changes to interpret the intent and impact of CARB and CalEPA's grant processes, policies, and procedures. Coordinates the establishment, amendment, and administration of grant agreements, ensuring funding is available and encumbered in conformance with CARB policies. Provides timely and professional customer service to grant applicants, grantees, and program stakeholders. Develops subject matter expertise on CARB policies, best practices, and training available and utilized by grantees and other experts in the field, sharing expertise as necessary for CARB staff and management development, program implementation, and policy objectives.</p> <p>Provides analytical interpretation and advises CARB and CalEPA Program staff in all aspects of contracts, procurement, and grants, ensuring efficient and cost-effective methods are legal, objective, in compliance with State Administrative Manual (SAM), Contract Management (CM), California Code of Regulation (CCR), Health and Safety Code (HSC), CARB regulations, and purchasing authority, and as appropriate in compliance with federal regulations and requirements. Communicates contracting, procurement, and grant objectives and results to CARB, CalEPA, control agencies, and the public.</p>
30%	<p>Independently administers and monitors the acquisition process regarding the procurement of non-IT commodities and services. Prepares and organizes purchase documents for procuring goods and services conforming with the State Contracting Manual (SCM), Volumes 1, 2, 3 Financial Information System of California (FI\$Cal), and Department of General Services (DGS). Analyzes, interprets, and recommends to management the most appropriate and efficient method for obtaining the requested good or service by applying State laws, regulations, and government codes relating to purchasing and the effect on CARB and CalEPA's procurement program. Prepares, evaluates, and consults with management to submit purchase orders, Solicitors, price quotes, and/or bids using various acquisition methods, ensuring complete and accurate documentation as needed for reports and post-audit reviews. Advises on and provides feedback on procurement and contract time frames, advertising requirements, proposed scopes of work, specifications, drafting, finalizing, and issuing solicitation documents, bidder inquiries, evaluation of bids/proposals, determining and obtaining necessary internal and external justifications and approvals, and awarding contracts in compliance with solicitation, statutory, regulatory, and control agency requirements. Identifies, analyzes, and resolves contracting issues in compliance with applicable requirements of the PCC, GC, DGS, CARB, and CalEPA policies and procedures.</p> <p>Conforms with the State's Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) requirements, as well as the Federal Minority and Women</p>

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	Business (MBE/WBE) requirements (for federally funded contracts) as they relate to contracting and procurement. Analyzes contract and procurement bids and proposals for compliance with these requirements and utilizes the SB/DVBE contracting option whenever possible. Responds to complaints or inquiries regarding State DVBE/SB and Federal MBE/WBE compliance.
20%	Serves as the liaison between the Divisions, Contractors, and control agencies. Consult with staff and make recommendations to management on appropriate policies and procedures to be followed. Coordinates the preparation of protest response documentation. Assists with resolving post-award disputes.
10%	Assists 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 an analysis of the information provided, budgetary recommendations are made to management and staff.

% of Time	Marginal Functions
5%	Provides backup and support to other Acquisitions Branch staff and assists with assigned special projects. May perform other duties related to and under the scope of the classification.

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.

Special Requirements of Position (Check all that apply):

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- ☐ 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