# Duty Statement

| DIRECTORATE/DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
| Administrative Services Division | Analyst II | 681-600-5393-982 |
| **BRANCH (**if applicable**)** | **WORKING TITLE** | **CBID** |
| | Contract and Procurement Analyst | R01 |
| **SECTION/UNIT (**if applicable**)** | **REPORTING LOCATION** | **INCUMBENT** |
| Procurement Unit | Sacramento | VACANT |

**IMMEDIATE SUPERVISOR**

Procurement Supervisor (Supervisor I)

**MISSION STATEMENT**

The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.

**POSITION DESCRIPTION**

Under the direction of the Procurement Supervisor (Sup I), the incumbent, will independently perform the more difficult, complex, and technical work in support of the department's Procurement Unit for IT and Non-IT goods and services. All tasks are performed in accordance with the Procurement Unit's policies and procedures, utilizing peer resources, the State Contracting Manuals (SCMs), State Administrative Manual (SAM), Government Code (GC), Public Contract Code (PCC), Procurement Unit Memorandums, Broadcast Bulletins, State Contract Advisory Network meetings, Procurement Unit Desk Manuals, the Financial Information System for California (Fi$cal), Email, and Microsoft Office Suite.

**In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.**

**ESSENTIAL FUNCTIONS:**

| % | TASK/DUTIES |
|---|---|
| **30%** | Composes, or provides recommendations, feedback and guidance on, procurement specifications, scopes of work, cost sheets and evaluation criteria by analyzing complex or sensitive requests, performing detailed market research for pricing and availability of products and services, identifying conflicts of interest, researching any legal or policy issues, in consultation with requestors, management and executive leadership, by reviewing and applying knowledge and lessons learned from previous procurements and consulting with DGS Office of Legal Services and DGS Procurement Division on challenging issues, in order to classify procurements and determine procurement methods to ensure compliance with applicable laws and policies.. |
| **20%** | Organizes, coordinates and facilitates complex solicitations by communicating with potential vendors and answering difficult and sensitive questions regrading bidder requirements, product specifications, scopes of work, costs sheet or other required documents. Ensure solicitation documents allow for the receipt of responsive bids, proposals, quotes or offers to ensure fair ad open competition. Enter data into the Procurement Contract and Purchasing module within Fi$cal. |
| **20%** | Analyze and evaluate bids, proposals, quotes or offers for responsiveness by assessing costs and preference points when applicable, performing arduous research, applying applicable laws, policies, and procedures, ensuring compliance with all solicitation guidelines, and providing guidance to evaluation team members. Identify awarded vendor based on completed analysis and review of received proposals. |
| **15%** | Identify, obtain, and finalize procurement documents by performing complex research, reviewing and analyzing vendor submitted responses and applying appropriate policies and procedures. Communicate |

## Duty Statement

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| | with vendors to validate received documentation and ensure the procurement file is complete and sufficient to withstand an audit if needed. |
| **10%** | Identify and obtain required approvals and signatures, including those from DGS OLS as applicable. Ensure compliance with State procurement laws as it relates to signatures. Maintain an understanding of the Department's delegated purchasing authority and how to apply it to procurement requests. |

**MARGINAL FUNCTIONS:**

| % | TASK/DUTIES |
|---|---|
| **5%** | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. |

**TYPICAL WORKING CONDITIONS**

- **Work Schedule:** As an intermittent position, work hours will vary day to day throughout the work week (Monday – Friday) but should not exceed 1,500 hours in a calendar year (January 1st – December 31st).
- **Work Location:** Energy Safety operates under a hybrid work model, combining remote and in-person work. Telework may be permitted with management approval.
- **Office Environment:** When working on-site, employees may utilize shared workspaces (hoteling stations).
- **Communication:** Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.
- **Physical Requirements:** May involve stooping, bending, squatting, reaching, and walking extended distances during field assignments.

**TRAVEL REQUIREMENTS:**

The incumbent may be required to work nonstandard hours, including evenings and weekends, and travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, conferences, meetings, and other activities necessary to perform job duties.

**DRIVING REQUIREMENTS:** No

N/A

**TELEWORK DESIGNATION:**

Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible – remote centered.

**CONFLICT OF INTEREST:** ☒ **YES** ☐ **NO**

This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

**SPECIAL REQUIREMENTS:**

N/A

**PHYSICAL AND ENVIRONMENTAL DESIGNATION Office:**

**Office Based**: Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.

# Duty Statement

**ESSENTIAL PHYSICAL CHARACTERISTICS**

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

| Activity | Frequency | Distance/Height |
|---|---|---|
| Sitting | Constantly (Over 6 Hours) | |
| Standing | Occasionally (Up to 3 Hours) | |
| Running | Never | |
| Walking | Occasionally (Up to 3 Hours) | |
| Crawling | Never | |
| Kneeling | Never | |
| Climbing | Never | |
| Squatting | Never | |
| Bending (neck) | Occasionally (Up to 3 Hours) | |
| Bending (waist) | Never | |
| Twisting (neck) | Occasionally (Up to 3 Hours) | |
| Twisting (waist) | Never | |
| Reaching (above shoulder) | Never | |
| Reaching (below shoulder) | Never | |
| Pushing & Pulling | Never | |
| Fine Manipulation | Never | |
| Power Grasping | Never | |
| Simple Grasping | Occasionally (Up to 3 Hours) | |
| Repetitive use of hand(s) | Occasionally (Up to 3 Hours) | |
| Keyboard Use | Constantly (Over 6 Hours) | |
| Mouse Use | Constantly (Over 6 Hours) | |
| Walking on uneven ground | Occasionally (Up to 3 Hours) | |
| Driving | Never | |
| Lifting/Carrying | Occasionally (Up to 3 Hours) | |
| 0 – 10 lbs. | Occasionally (Up to 3 Hours) | |
| 11 – 25 lbs. | Occasionally (Up to 3 Hours) | |
| 26 – 50 lbs. | Never | |
| 51 – 75 lbs. | Never | |
| 76 – 100 lbs. | Never | |

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| | | |
|---|---|---|
| 100 + lbs. | Never | |

**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.**

**SUPERVISOR STATEMENT:**
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS 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 (TYPE) | SUPERVISOR SIGNATURE | DATE |
|---|---|---|
| | | |

**EMPLOYEE STATEMENT:**
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| EMPLOYEE NAME (TYPE) | EMPLOYEE SIGNATURE | DATE |
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# Duty Statement

| DIRECTORATE/DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|---|---|
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| **BRANCH (**if applicable**)** | **WORKING TITLE** | **CBID** |
| N/A | Contract and Procurement Analyst | R01 |
| **SECTION/UNIT (**if applicable**)** | **REPORTING LOCATION** | **INCUMBENT** |
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**ESSENTIAL FUNCTIONS:**

| % | TASK/DUTIES |
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| **30%** | Assist in composing, or providing recommendations, feedback and guidance on, simple procurement requests. Complete cost sheets and simple evaluation criteria when required. Performing market research for pricing and availability of products and services, identifying conflicts of interest, researching any legal or policy issues, consulting with requestors, management and executive leadership, by reviewing and applying knowledge and lessons learned from previous procurements. |
| **20%** | Help organizes and facilitates simple solicitations by communicating with potential vendors and answering questions regrading bidder requirements, product specifications, scopes of work, costs sheet or other required documents. Ensure solicitation documents allow for the receipt of responsive bids, proposals, quotes or offers to ensure fair and open competition. Enter data into the Procurement Contract and Purchasing module within Fi$cal. |
| **20%** | Help assist in analyzing and evaluating bids, proposals, quotes or offers for responsiveness by assessing costs and preference points when applicable. Help perform research, applying applicable laws, policies, and procedures, ensuring compliance with all solicitation guidelines. Identify awarded vendor based on completed analysis and review of received proposals. |
| **15%** | Assist identifying, obtaining, and finalizing procurement documents by performing research, reviewing and analyzing vendor submitted responses and applying appropriate policies and procedures. Communicate with vendors to validate received documentation and ensure the procurement file is complete and sufficient to withstand an audit if needed. |
| **10%** | Assist Identifying and obtaining required approvals and signatures, including those from DGS OLS as applicable. Ensure compliance with State procurement laws as it relates to signatures. Maintain an |

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| | understanding of the Department's delegated purchasing authority and how to apply it to procurement requests. |

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|---|---|---|
| **SUPERVISOR NAME (TYPE)** | **SUPERVISOR SIGNATURE** | **DATE** |
| | | |
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| **EMPLOYEE NAME (TYPE)** | **EMPLOYEE SIGNATURE** | **DATE** |
| | | |