STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31112	Procurement Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Office of Small Business & DVBE Services/Certification	707 Third Street, 1st Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	306-496-5393-705	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday-Friday / 8:00 am-5:00 pm	PERMANENT	
WORKING TITLE	TIMEBASE	
Analyst II	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 direction of the Supervisor I in the Certification Unit, the Analyst II facilitates Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation in state contracting by performing the most complex analytical and consultative duties for the SB/DVBE certification program, such as tax returns, employee forms, legal documents, contracts, etc; develops and maintains the SB/DVBE certification programs by providing innovative solutions in the application of policies and regulations, utilizing Microsoft Office products and various office information systems, in accordance with California Code of Regulations (CCR), Government Code (GC), Military and Veterans Code (MVC), Public Contract Code (PCC), State Contracting Manual (SCM) and the State Administrative Manual (SAM).

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%	Determines SB/DVBE certification eligibility by reviewing and analyzing the most complex certification applications and any support documentation, assessing and evaluating information from multiple sources to confirm a business's viability to transact business in California, preparing notifications to applicant(s) regarding their certification status and/or to obtain additional information, and determining if SB/DVBE certification eligibility requirements are met, utilizing certification related software, in order to facilitate SB and DVBE participation in state contracting, to ensure accordance with all laws, rules and regulations stated above.

PERCENTAGE	DESCRIPTION
25%	Administers and oversees the certification process by creating and modifying electronic records in the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) database, importing analyzed and obtained business and eligibility data, providing customers with relevant certification and related information, and providing expert level consultative services to internal and external customers about various local, state and federal SB and/or DVBE programs and Procurement Division (PD) services, utilizing MS Office Suite, certification related software applications, and other various documentation, in order to provide accurate and timely consultative services, to ensure an accurate account of applicants' certification history, in accordance with OSDS procedures and policies.
20%	Oversees resolution and prevention of complaints by evaluating and preparing responses to elevated complaints and appeals of certification decisions, conducting structured audits to determine certification compliance, and identifying areas of potential certification program, utilizing various office equipment and certification related software and supporting documentation, in order to facilitate the resolution of compliance related issues and maintain certification compliance while enforcing appropriate regulatory sanctions and penalties against the applicant, abuse in collaboration with PD, OSDS, and/or Executive management and DGS /Office of Legal Services, to ensure accordance with all laws, rules and regulations stated above.
20%	Assists in supporting ongoing program development and process improvement by conducting the more complex special projects as requested by managers/supervisors, developing issue papers, conducting surveys and performing statistical data analysis for the program, utilizing various software, in order to improve internal processes and procedures, to ensure compliance with all laws, rules, and regulations stated above.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Represents the unit on and off-site at various SB/DVBE-related meetings and events within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc., with high-level officials, as requested by management, in order to explain, present and/or discuss SB and/or DVBE Certification Program related topics, to ensure submitted applications are in compliance with all applicable laws, rules and regulations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

- Travels within California that may require the use of various transportation modes, i.e. airplanes, taxi, car, etc.
- Daily use of phone, fax, copiers and general office and communication equipment.
- Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents, etc.
- Standing or sitting in a seated position for extended periods.
- Professional work environment.

DESIRABLE QUALIFICATIONS

- Ability to manage multiple, complex tasks and projects using software systems.
- Ability to effectively research and analyze laws, regulations, policies, processes, procedures, and operations.
- Demonstrated ability to successfully resolve conflict among internal and external stakeholders.

• Ability to identify problems and solutions.

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

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

C & P APPROVED BY

	DATE SIGNED

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CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst I	306-496-5157-xxx	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
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POSITION CONCEPT

Under the supervision of the Supervisor I in the Certification Unit, the Analyst I facilitates Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation in state contracting by performing the most complex analytical and consultative duties for the SB certification program, such as tax returns, employee forms, legal documents, contracts, etc; develops and maintains the SB certification programs by providing innovative solutions in the application of policies and regulations, utilizing Microsoft Office products and various office information systems, in accordance with California Code of Regulations (CCR), Government Code, Public Contract Code (PCC), State Contracting Manual (SCM) and the State Administrative Manual (SAM).

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%	Determines SB certification eligibility by reviewing and analyzing the less complex certification applications and any support documentation, assessing and evaluating information from multiple sources to confirm a business's viability to transact business in California, preparing notifications to applicant(s) regarding their certification status and/or to obtain additional information, and determining if SB certification eligibility requirements are met, utilizing certification related software, in order to facilitate SB participation in state contracting, to ensure accordance with all laws, rules and regulations stated.
25%	Administers and support the certification process by creating and modifying electronic records in

PERCENTAGE	DESCRIPTION
	the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) database, importing analyzed and obtained business and eligibility data, providing customers with relevant certification and related information, and providing certification-related information to internal and external customers about various local, state and federal SB programs and Procurement Division (PD) services, utilizing MS Office Suite, certification related software applications, and other various documentation, in order to provide accurate and timely customer services and ensure an accurate account of applicants' certification history in accordance with OSDS procedures and policies.
20%	Assist with, evaluates and prepares responses to complaints and appeals of certification decisions; conducts structured audits to determine certification compliance; and identifies areas for potential certification program improvement. Utilizes various office equipment, certification-related software, and supporting documentation to facilitate the resolution of compliance-related issues and maintain certification compliance. with support supervision, collaborates with PD, OSDS, the DGS Office of Legal Services, and Executive Management to support the enforcement of appropriate regulatory sanctions and penalties against applicants and ensure compliance with all applicable laws, rules, and regulations
20%	Assists in supporting ongoing program development and process improvement by conducting special projects as requested by managers/supervisors, developing issue papers, conducting surveys, and performing statistical data analysis for the program, utilizing various software, in order to improve internal processes and procedures and ensure compliance with all applicable laws, rules, and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Represents the unit on and off-site at various SB - related meetings and events within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc., as requested by management, in order to explain, present and/or discuss SB Certification Program related topics and ensure submitted applications are in compliance with all applicable laws, rules and regulations.

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DESIRABLE QUALIFICATIONS

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- Ability to effectively research and analyze laws, regulations, policies, processes, procedures, and operations.
- Ability to successfully resolve conflict among coworkers, state officials, and customers.

• Ability to identify problems and solutions.

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