STATE OF CALIFORNIA

DELTA STEWARDSHIP COUNCIL

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION	POSITION NUMBER	MCR	RPA #
Assoc Govt'l Prog Analyst (AGPA) - half time, LT	530-001-5393-904	1	DSC 16-028

APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION
Vacant		Admin/ Business Services & Contracts Office

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ R01

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☑ Lead Person	Terry Smith	Staff Services Manager I (SSM I)

APPROVED BY (Personnel Analyst's Name)	DATE
Lynn Borja	06/24/16

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under general supervision from the Business Services & Contracts Manager (SSM I), the half-time AGPA independently performs complex analytical work and serves as lead analyst within the Business Services and Contracts Office for the Agency.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
50% (M)	Contracting/Purchasing Works with agency staff and externally to consult, develop, analyze, write, edit, process, finalize, and route a wide variety of procurements for goods/services (via contracts or purchase orders) of varying complexity, including non-IT and IT goods and services and purchases and delegated purchasing authority. Interprets, advises, develops solutions to problems relating to procurement and makes recommendations to management in the types and variety of appropriate procurement methods available. Creates and maintains procurement related files and reports. Researches and analyzes a variety of laws, regulations, policies, and circumstances to ensure appropriate language, legal provisions, and other requirements are included in all solicitation packages and purchase orders in accordance with California Government Codes, Public Contract Code, State Administrative Manual (SAM), State Contracting Manual, Management memos, and any state or federal rule or policy related to the purchasing process. Facilitates the procurement approval process with the agency's Legal Office and other staff, Contractor, and DGS. Determines when office equipment needs to be replaced and prepares specifications, bid solicitation packages, and related purchasing documentation. Initiates service agreements and ensures that agreements are renewed on a timely basis. Prepares and reviews purchasing requisitions for non-IT consumables and equipment. Performs other contracting activities such as: performance metrics, reports, issue papers, charts and correspondence for management, DGS, and other governmental and private entities. Communicates changes in law, policy, and DGS requirements and updates procedures, forms, guidelines, or other instructions, as necessary. Ensures that documents are maintained in the statewide Financial Information System for California (FI$CAL) database.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Terry Smith	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Vacant	Admin/ Business Services & Contracts Office

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35% (M)	Facilities Management Oversees and coordinates all aspects of facilities management including space planning and utilization, modular system furniture (MSF) re-configuration, internal office moves, furniture acquisition and refurbishing for agency.Analyzes, develops, and prepares plans, specifications, and necessary documentation and justification for facilities alterations and refurbishing. Initiates work requests which may include ventilation, lighting, plumbing, electrical, painting, and janitorial services. Coordinates tenant improvement projects with the building staff. Initiates and/or reviews requisitions/purchase orders for maintenance and repair and monitors work in progress to ensure that agreed-upon services are performed to agency's satisfaction. Negotiates adjustments on work performed that may be incomplete, in error, or substandard. Resolves disputes with vendor or billing agent. Serves as primary liaison between the agency and the DGS, Real Estate Services Division, (DGS RESD) on all matters relating to the lease agreement. Initiates and/or recommends amendments to the lease agreement. Ensures that the agency is in compliance with all State and federal policies and procedures related to energy conservation and recycling; develops and implements procedures as needed. Keeps agency staff informed regarding any facilities-related issues such as construction projects, power outages, etc. Prepares and maintains documentation on all agency assets, including copiers, fax machines, mailing machines, postage meters, cellular phones, tablets, etc. Conducts physical inventory of agency assets and maintains inventory records in accordance with SAM requirements. Disposes of surplus property in accordance with SAM procedures, and prepares purchasing documents for replacements when required. Ensures that assets are maintained in the statewide FI$CAL database. Issues photo identification cards and building key cards to agency staff; maintains records of cardholders. Updates and maintains the security program access permissions into the computerized key card entry system for the agency's floor. Notifies agency employees of any potential security problems that may affect building and floor space access. Develops and maintains the Business Recovery Plan for Business Services and the Employee Emergency Plan for agency according to State policies and requirements; ensures consistency with building's Occupant Emergency Plan. Selects Emergency Response Team (ERT) members from among agency staff and conducts periodic training. Ensures all safety equipment and supplies are in place and in usable condition. Ensures that evacuation maps and emergency contact information are up-to-date and posted throughout the floor space. Plans and conducts Emergency Evacuation training for agency staff at least annually.
10% (M)	Business Services Lead: Leads Business Services staff and support functions which includes the reception desk, mail, shipping and receiving, check pick up, workstation set up, supplies and training request processing and tracking. Assigns and monitors business services work to ensure that it is completed on time.
5% (M)	Other Projects: Develops and implements business services procedures and policies by researching and analyzing existing information and drafting procedures. Analyzes existing business processes and makes recommendations for improvements using business process analysis techniques. Coordinates the agency's Commuter Program, Forms Management, Records Management, and Recycling Program.