

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION Associate Governmental Program Analyst (LT)		POSITION NUMBER 530-001-5393-904	MCR 1	RPA # DSC 13-002
APPOINTEE Vacant		EFFECTIVE DATE 7/18/12	DIVISION/SECTION Administrative Services/Business Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Debbie Mininfield	SUPERVISOR'S CLASSIFICATION Staff Services Manager II (Supv)	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 7/18/12	
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 Chief, Human Resources and Procurement Services, the AGPA independently performs complex analytical work and serves as lead analyst in the Business Services/Facilities Management Section for the Delta Stewardship Council (DSC) and the Sacramento-San Joaquin Delta Conservancy (Delta Conservancy).				
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.			
45% (E)	Delegating Purchasing Authority: Independently works with staff within agency and externally to consult, develop, analyze, write, edit, process, finalize, and route a wide variety of procurements of varying complexity, including non-IT and IT goods and services and purchases. 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 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 DSC Legal Office and staff, Contractor, Delta Conservancy, and Department of General Services (DGS). Communicates changes in law, policy, and DGS requirements and updates procedures, forms, guidelines, or other instructions, as necessary. Determines when equipment needs to be replaced and prepares specifications, bid solicitation packages, and related purchasing documentation. 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 DSC's satisfaction. Negotiates adjustments on work performed that may be incomplete, in error, or substandard. Resolves disputes with vendor or billing agent. Initiates service agreements and ensures that agreements are renewed on a timely basis. Reviews and approves purchasing requisitions for non-IT consumables and equipment. Coordinates CalCard and American Express purchases. Prepares purchasing reports to appropriate external agencies. Acts as Backup Contract Analyst.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Debbie Mininfield		SUPERVISOR'S SIGNATURE ➤		DATE
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) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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25% (E)	<p>Facilities Management & Coordination: Oversees and coordinates all aspects of facilities management and coordination 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 facility alterations and refurbishings. Coordinates tenant improvement projects with the Park Tower Building Staff. Initiates work requests which may include ventilation, lighting, plumbing, electrical, painting, and janitorial services. Serves as primary liaison and coordinator between agency and building maintenance regarding building management and maintenance of DSC space. Serves as primary liaison between DSC and DGS Real Estate Services Division on all matters relating to the lease agreement. Initiates and/or recommends amendments to the lease agreement. Ensures that DSC is in compliance with all State and federal policies and procedures related to energy conservation and recycling; develops and implements procedures as needed. Keeps DSC staff informed regarding any facilities-related issues such as construction projects, power outages, etc. Acts as Recycling Coordinator.</p> <p>Building Access and Security/Emergency Preparedness and Response: Issues photo identification cards and building key cards to DSC staff; maintains records of cardholders. Updates and maintains the 14th & 15th floors security program access permissions into the computerized keycard entry system. Notifies all DSC employees of any potential security problems that may affect building access. Assists with the development and maintains the Business Recovery Plan for Business Services and the Employee Emergency Plan for DSC according to State policies and requirements; ensures consistency with Park Tower Occupant Emergency Plan for the 980 9th Street building. Selects Emergency Response Team (ERT) members from among DSC staff and conducts periodic training. Ensures that all safety equipment and supplies are in place and in usable condition, such as floor fire extinguishers, ERT walkie-talkies, etc. 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 DSC staff at least semi-annually. Represents DSC on the Building Security Committee for the 980 9th Street building. Acts as Emergency Coordinator for the 14th & 15th Floors and coordinates with Park Tower staff on scheduled evacuation drills or unplanned building evacuations.</p>			
10% (E)	<p>Asset Management: Prepares and maintains documentation on all agency assets, including copiers, fax machines, mailing machines, postage meters, cellular phones, Blackberries, and tablets, etc. Conducts physical inventory of DSC 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. Acts as Records Management and Forms Coordinator.</p>			
10% (E)	<p>Business Services Leadperson: Acts as lead over Business Services staff and support functions, including DSC reception desk, mail, shipping and receiving, and Supply Room. Makes work assignments, monitors progress, and ensures that assigned work is completed on time. Functions as Commuter Program Coordinator.</p>			
5% (E)	<p>Policies and Procedures: 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. Also, coordinates the agency's Policy and Procedures by researching and gathering requested information</p>			

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5% (M)	<p>Special Projects and Presentations: Makes periodic oral presentations, including use of audio-visual aids, to all staff on a variety of business services related topics. Participates on work teams and performs analytical studies in conjunction with special projects assigned by management. These projects may involve independent research, collection, extraction, compilation, and evaluation of data, developing alternatives, and making recommendations. Work products may consist of written reports and/or oral presentations.</p> <p>DESIRABLE QUALIFICATIONS Knowledge and Abilities: Working knowledge of various activities involving business services and the State's Purchasing laws and rules; ability to analyze data, draw sound conclusions and present ideas and information effectively both orally and in writing; knowledge of State and Federal Emergency Management policies and procedures.</p> <p>Special Personal Characteristics: Ability to work productively in a demanding environment; be a self starter and possess independent skills; be detail oriented; deal with challenging customer requirements while maintaining a calm professional demeanor; maintain high ethical standards and provide quality customer service; willingness and ability to accept increasing responsibility and demonstrate capacity for development. Must strive for excellence in customer services and other analytical duties.</p> <p>Interpersonal Skills: Ability to provide lead direction to other staff members; ability to work well independently and as a team; gain and maintain the confidence and cooperation of those contacted during the course of work; and interact with various levels of staff and management in a professional and courteous manner.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES Professional office environment, appropriate business attire; manage multiple priorities effectively and meet deadlines; meet short processing timelines when necessary; ability to remain calm during stressful situations; ability to move up to 50 pounds for moving of furniture, equipment, or boxes.</p> <p>PERSONAL CONTACTS Liaison with DSC staff at all levels; Park Tower staff; vendors, contractors, outside governmental agencies, control agencies, prospective contractors, and the public.</p> <p>SUPERVISION RECEIVED General supervision from the Staff Services Manager II or Chief of Administration.</p> <p>SUPERVISION EXERCISED Functions as lead over Business Services staff and support staff covering the reception desk.</p> <p>WORK HOURS Monday - Friday, 8:00 a.m. - 5 p.m.</p>			