**CALIFORNIA DEPARTMENT OF TRANSPORTATION**
**DUTY STATEMENT**

| CLASSIFICATION TITLE | DISTRICT/DIVISION/OFFICE | |
|---|---|---|
| Associate Governmental Program Analyst | Division of Procurement and Contracts | |
| **WORKING TITLE** | **POSITION NUMBER** | **EFFECTIVE** |
| Purchasing Analyst | 702-019-5393-xxx | July 2014 |

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:** Under the direction of a Staff Services Manager I in the Division of Procurement and Contracts, the employee is responsible for performing the more technical and complex purchasing functions. As a lead person, the employee will mentor and assist staff analysts in the performance of their duties. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.

**TYPICAL DUTIES:**

| Percentage<br>Essential (E)/Marginal (M) | Job Description |
|---|---|
| 50%(E) | Responsible for analyzing and processing a wide range of purchase requests for commodities such as equipment, materials, office supplies, subscriptions, publications, and information technology. Prepares solicitations, develops forms, training material and other documents. Evaluates price quotes, makes awards and writes Purchasing Authority Purchase Orders (STD. 65), Agreement Summary (STD. 215), and Contracts (STD. 213). Procures purchase orders and contracts using various acquisition methods (e.g. Statewide contract, Leverage Procurement Agreement, CMAS consultant services, SB/DVBE Option, State Price Schedule, Delegated Purchasing Authority, competitive bidding, etc.) and calculates bidding preferences. Obtains internal and/or external approvals of acquisitions. Completes purchase registrations and required forms for submittal and the acquisition file. Distributes completed acquisitions and maintains purchasing files and required documentation as necessary for required reports and post-audit review. Performs compliance reviews of CAL-Card purchases and makes recommendations accordingly. Serves as liaison with the Department of General Services. Accomplishes tasks in accordance with all applicable |

statutes, the State Contracting Manuals, the Caltrans Acquisitions Manual, the purchasing delegation from Department of General Services (DGS), and the State Administrative Manual. Serves as liaison between the Division and Districts and Programs. As lead analyst, trains co-workers and reviews their work prior to manager approval.

20%(E) Input data into Advantage system to create and obtain approvals for each acquisition. Input data into BidSync for solicitations or to register purchase orders. Prepares and distributes the Contract Awards Report. Prepares weekly status reports on work progress and assists in preparation of mandatory statistical and audit reports for external distribution and web posting.

20%(E) Works with customers individually and in task teams to review pertinent data and to provide guidance and advice on the best acquisition method. Develops and conducts procurement training. Prepares policy bulletins and creates and/or updates acquisition, CAL-Card manuals or procedures as required. Makes presentations at meetings, conferences and workshops.

5%(E) Reviews and analyzes legislation and advises management on the departmental impact. Performs special projects.

5% (E) Serves as backup to other acquisition analysts and for other acquisitions teams. Acts in a lead capacity in the absence of the manager.

**SUPERVISION EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS:**

The incumbent must have general knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization, State contract and procurement processes. Must have the ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway Code, applicable federal regulations, and applicable regulations of Caltrans and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.

A high level of analytical and interpersonal skill is required. The incumbent must have the ability to analyze problems and recommend an effective course of action. The incumbent must have the ability to speak and write effectively and perform with a high degree of independence. The incumbent must be able to make presentations and competently represent the Department. The incumbent must have the capability of working with personal computers and an aptitude for

learning various software programs. Keyboard use will be approximately 75% of the time. The incumbent must be able to establish and maintain cooperative working relationships with managers, Caltrans' employees, and contractors. The incumbent must exercise tact and good judgment. The incumbent will be required to prepare and present findings and make recommendations on specific problems.

## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

At the journey level, the incumbent will be assigned the most complex work involving analytical tasks impacting the immediate work unit. The incumbent is responsible for assuring the proper purchasing of several million dollars worth of commodities each year. Improper purchasing such as buying a large quantity of an item that cannot be used or indicating the wrong price for a commodity can cause large dollar losses. Errors or omissions could also result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgment could result in delays in completion of the Department's or other agency programs and loss of public trust.

## PUBLIC AND INTERNAL CONTACTS

Within the department, the incumbent works individually and in task teams to communicate with Districts and Headquarters staff at various levels to provide consultation and advice on purchasing policies and procedures. Confers with Branch Chiefs, Office Chiefs and other management regarding purchasing issues. Externally communicates with the Department of General Services, vendors, consultants and other members of the business community.

## PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent is required to sit for long periods of time using a keyboard and video display terminal. Requires the ability to develop and maintain cooperative working relationships. Incumbent must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

## WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting.

May be required to travel or participate in training/outreach activities both in the Districts and HQ Program areas. Travel may occasionally be overnight. Overtime may occur and vacation restrictions may apply during peak processing times of each year.

Keyboard use is approximately 75% of the time.

*I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this*

*with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

_____
EMPLOYEE'S NAME (Please Print)

_____
EMPLOYEE'S SIGNATURE DATE

*I have discussed the duties with and provided a copy of this duty statement to the employee named above.*

_____
SUPERVISOR'S NAME (Please Print)

_____
SUPERVISOR DATE