



Classification: Associate Governmental Program Analyst (AGPA)\* (2 positions)

Working Title: Procurement Analyst

Tenure and Time Base: Permanent, Full-Time

Salary: \$5,149.00-\$6,446.00\*

Posted: March 8, 2021

**Final Filing Date: March 19, 2021**

**There are two positions available**

**\*Will consider a Staff Services Analyst (SSA) for recruitment purposes and duties will commensurate with class level. SSA salary range is \$3,298.00-\$5,360.00. \***

\*Please note: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at [Human Resources Manual](#).

The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately \$3 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. CSAC's mission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

### **About CSAC's Programs**

The Fiscal and Administrative Services Division (FASD) supports the programs, staff, and partners of CSAC in its efforts to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs. It is FASD's mission to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations.

### **Highlights of the Job**

- Provide support, to initiate, develop, and implement contracts and procurements for the department.
- Use FI\$Cal to analyze, track, and process receipt of goods and services for procurements.
- Develop and maintain policies and procedures for the Department's asset and recycling program.
- Provide support for facility related activities including coordination of maintenance and repairs with vendors for equipment, facility needs, and print requests.
- Provide support on records management activities and reporting to control agencies.

## Preferred Qualifications

- Excellent written and verbal communication skills, while maintaining professional conduct.
- Experience in Microsoft Office, such as Excel, Word, or other comparable software.
- Strong interpersonal, analytical, and organizational skills.
- Ability to be flexible, multitask and adapt to changing priorities.
- Able to work well independently and part of a team.

## Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ) to apply for this position.

The SOQ is a narrative discussion of how the candidates' education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length. Please clearly state which document is the SOQ. A résumé is not considered an SOQ. Applications received without an SOQ will be rejected.

## Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the **AGPA or SSA** classification.

Applicants must have current list eligibility for appointment to this class, currently a state employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an **AGPA/SSA** position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the minimum qualifications of the classification, which can be found here: [AGPA Class Specs](#) or [SSA Class Specs](#). In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information, or your application may not be accepted.

## How to Apply/Final Filing Date

Please reference **RPA #20-051/052, JC-242437, Position #270-734-5393/5157-XXX, AGPA/SSA Procurement Analyst** in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), SOQ, submission of a résumé is optional. Applications and SOQ's must be received or postmarked by the final filing date of **March 19, 2021**. Electronic submission of applications and SOQs may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-8910 or email at [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission  
P.O. Box 3210  
Rancho Cordova, CA 95741-3210  
Attention: Personnel-Recruitment

CA Student Aid Commission  
11040 White Rock Road  
Rancho Cordova, CA 95670  
Attention: Personnel-Recruitment

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### Position Identification:

Employee Name:	Vacant
Classification:	Associate Government Program Analyst
Working Title:	Procurement Analyst
Position Number:	270-734-5393-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	May 4, 2020
Effective Date:	To be determined

### Function (Summary of Responsibilities):

Under the direction of the Staff Services Manager I, Business Services Unit, the incumbent will perform the more responsible, varied, and complex journey-level technical and analytical staff service assignments. The incumbent will provide support the Business Services Unit which consist of development of procurements, and contracts, utilizing the Statewide Financial Information System for California (FI\$Cal), records and asset management, and facilities. As CSAC's procurement analyst, the incumbent will perform all duties associated with the procurement of all IT/non-IT goods and services. The incumbent shall demonstrate the ability to effectively manage multiple projects, priorities, work independently with minimal supervision, and possess knowledge of State contracting policies, rules, laws, and procedures. Must maintain regular attendance and adhere to CSAC policies and procedures. Duties are commensurate with classification level.

### Reporting Relationships:

Reports directly to the Staff Services Manager I, Business Services Unit, Fiscal and Administrative Services Division.

### Program Identification:

The mission of CSAC is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

FASD's mission is to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations. The Business Services Unit maintains the procurement, contracting, mailroom, facilities, records management, asset management, and the health and safety functions.

**Job-Functions:**

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 35% Provide support for contract procurements as a contract analyst. Perform contract review for CSAC from the start to finish of a procurement inclusive of bidding, use of California Multiple Award Schedules (CMAS), writing request for offers, request for proposals, Request for Information and the resulting purchasing or contracting mechanism (STD 213, STD 65, or STD 210), contract monitoring/routing, and contract closure/records retention. Prepare amendments with minimal supervision, review/approve/improve contractual language, review/obtain bids, and ensure policies are being followed. Work with CSAC Managers to assist with negotiating and procuring contracts for a wide variety of projects of varying degrees of complexities and circumstances. Determine appropriate type of funding, advertising, and solicitation for proposed contracts; independently prepare Non-Competitive Bid justifications, Invitation for Bid and Request for Proposals. Key contracts into FI\$Cal and create corresponding purchase orders for dispatch to the vendor. Send executed agreements to all necessary parties, including contract managers, vendors, accounting, and other state agencies.
- 30% Provide support for Purchase Order (PO) procurements which includes working with CSAC staff and management in the preparation, review, analysis, and processing of purchasing documents, evaluation of bids, and solicitation of bids to ensure best price or value. Process works independently pursuant to the State Administrative Manual, State Contracting Manual, internal policies and procedures, Government Code, California Public Contracts Code, and applicable laws, rules, and regulations. Act as the buyer for PO and P-Card procurements. Key POs into FI\$Cal and send emails to vendors informing them of their executed agreement and follow up, as necessary. Reconcile P-Card statements monthly and prepares P-Card files for reconciliation. Maintain procurement files and records. Maintain up-to-date knowledge of procurement-related laws, rules, regulations, policies, and processes by attending all relevant training classes and keeping apprised of procurement bulletins and policies from various control agencies. Maintain and update CSAC's Procurement Policies and Procedures Manual under the guidance of the SSM I. Prepare and update CSAC's purchasing documents and processes as needed.
- 15% Provide facility support which includes front door access, building security, maintenance, and space management of the building. Coordinate with service providers for installations and repairs of facilities and telecommunication equipment, cabling, and facility build-outs, following State of California procedures. Provide support and daily assistance to the SSMI, resolving facility management and space management issues including, but not limited to employee safety, emergency preparedness, and response support. Contact property management personnel in order to report, coordinate, and follow up on maintenance of the building (e.g. restrooms, HVAC, parking lot, lighting).
- 10% Serve as back up to CSAC's Records Management Coordinator (RMC) to ensure the functions associated with the CSAC's record management program for the maintenance, retention, preservation, and disposal of records. Follow-up on proper documentation, location tracking, records retrieval, and destruction processes are

followed. Act as the liaison to and attend meetings/trainings provided by CalRIM when the RMC is unavailable to attend.

- 5% Prepare monthly, semi-annual, and/or annual reports to control agencies applicable to purchasing, such as, Small Business & Disabled Veterans Business Enterprise, State Agency Recycle Campaign, State Agency Waste Management Annual Report, and Recycled Content (purchasing). Attend training and meetings as they are offered from the different control agencies to request and issue these annual reports.

### **Non-Essential Functions**

- 5% Other duties as required. Attend trainings and meetings as requested.

### **ADA Requirements:**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

### **Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers. Must be able to lift up to 50 lbs. and occasionally more with equipment assistance such as a pallet jack.

### **Working Conditions:**

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations. Secondary work area is in a partially non-air conditioned, non-heated warehouse environment, as needed.

### **Attendance:**

Must maintain regular and acceptable attendance.

### **Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\*Duties of this position are subject to change and may be revised as needed or required.

## CALIFORNIA STUDENT AID COMMISSION

### DUTY STATEMENT

#### Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Analyst (General)
Working Title:	Procurement Analyst
Position Number:	270-734-5157-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	May 4, 2020
Effective Date:	To be determined

#### Function (Summary of Responsibilities):

Under the direction of the Staff Services Manager I, Business Services Unit, the incumbent will perform a variety of analytical staff services duties of average difficulty. These duties include contract development, utilizing the Statewide Financial Information System for California (FI\$Cal), coordinating, and maintaining CSAC's recycling program, records management program, asset management program, and facilities/space. Performs back up mailroom and facility related functions as needed. Must maintain regular attendance and adhere to CSAC policies and procedures. Requires local travel and transporting/messenger duties; having a valid driver's license is required to carry out these duties. Ability to multitask and be flexible when priorities change and maintain professional conduct.

#### Reporting Relationships:

Reports directly to the Staff Services Manager I, Business Services Unit, Fiscal and Administrative Services Division.

#### Program Identification:

The mission of CSAC is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

FASD's mission is to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations. The Business Services Unit maintains the procurement, contracting, mailroom, facilities, records management, asset management, and the health and safety functions.

#### Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.



- 30% Analyze, track, and process the receipt of goods and services via FI\$Cal for all CSAC procurements. Ensure that goods and services are adequately received prior to payment being issued. Generate FI\$Cal reports to ensure all procurements have been receipted monthly. Advise management of potential problems and provide analytical alternatives to the issues. Attend trainings and remain knowledgeable regarding the appropriate FI\$Cal processes associated with the receipt of goods and services.
- 25% Contract development, implementation, and initiation, which includes analyzing, reviewing, and updating the scope of work for contracts within the business services areas such as confidential destruct, mail machines, recycling, and other business services contracts related to the mailroom and building facilities. Contact and coordinate with vendors to schedule maintenance and repairs on machinery, explain issues, and escort throughout the property. Provide professional customer service to employees and vendors regarding minor building maintenance and equipment repairs. Generate reports as needed out of FI\$Cal.
- 20% Act as back up to facility and mailroom related duties, including responding to or initiating the ticketing of property maintenance requests. Provide delivery, set up and removal of supplies and furniture, such as tables, chairs, tents, etc. for CSAC related events, and per facility requests such as assisting with cubicle moves, minor adjustments and reconfigurations. Attend to doorbell system, including answering doors. Assist with maintaining CSAC electronic and hardcopy fulfillment and printing services. Receive and manage on-line print requests, assemble, and ship customer orders for CSAC publications. Analyze, review, and make recommendations on effectiveness of the EPubs system. Conduct testing with developer to ensure installations, upgrades and changes are effectively implemented. Responsible for reporting issues with the EPubs system to the contractor and manage backlog when database downtime or errors occur. Interact with Department of General Services (DGS) on inventory maintained at DGS control warehouse; manage shipping of outreach materials to and from the warehouse; including the receipt of "new" materials from various print shops such as Office of State Printing. Digital printing allows CSAC to manage high-volume print services for student notifications. Requests are received electronically or hard copy, printed, assembled, and delivered to requestor. Also receive electronic files to print and assemble, including Commission meeting information and prepare Commission meeting binders for public hearings.
- 10% Serve as the CSAC's asset management coordinator. Adhere to DGS asset management guidelines including managing the CSAC property survey throughout the year. Develop and maintain departmental policies and procedures relating to the department's assets. Act as liaison between CSAC and DGS asset management unit. Analyze, review, and make recommendations on disposal of CSAC assets. Physically tag CSAC equipment and furniture with the appropriate property control tags per CSAC policy. Maintain and update Asset Management Policy and Procedures for CSAC. Maintain and update equipment spreadsheet. Keep track of equipment for aging, replacement, and audit purposes.
- 5% Perform duties related to space planning. Analyze, facilitate, and report on spacing needs of the Department. Coordinate with departmental programs to assess needs and requirements. Coordinate with DGS and California Prison Industry Authority (PIA)

regarding facility needs of the department to ensure we are compliant with DGS/RSDI and adhering to SAM requirements regarding furniture/modular purchases via PIA.

- 5% Serve as the department's coordinator for the recycling program and its activities in accordance with the Cal-Recycle and California Integrated Waste Management rules, regulations, and guidelines. Develop and maintain departmental policies and procedures pertaining to the recycling program. Coordinate with CSAC staff and other entities to dispose of recyclable items covered under various statewide contracts.

### **Non-Essential Functions**

- 5% Other duties as required. Attend trainings and meetings as requested.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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