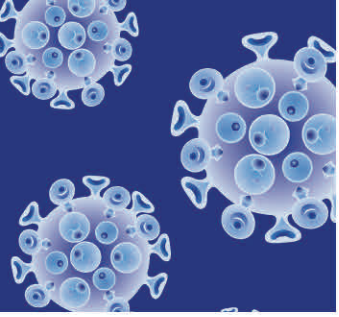

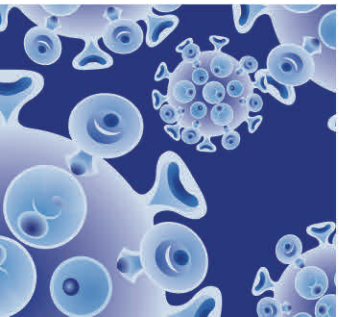

It is estimated more than one million people are living with HIV in the United States today.

Come join the Office of AIDS group as we work collaboratively to reduce the spread of HIV/AIDS in California.

~ It's more than a job... It's a passion. ~

Associate Governmental Program Analyst

$4,488-$5,618

1 Position available, Perm/Full Time

EMPLOYMENT OPPORTUNITY

The Associate Governmental Program Analyst (AGPA) performs a variety of tasks that require a high degree of initiative and independent analysis. The AGPA functions as the lead Office of AIDS (OA) Procurement Analyst independently processing the most complex and atypical purchase and service orders and providing expert technical assistance, guidance and recommendations to OA management and staff. Also provides back-up to the division-wide facilities analyst. The ability to manage multiple projects and deadlines and maintain strong working relationships with OA staff and CDPH and outside partners is required.

For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you still have additional questions, please contact Edna Martin at Edna.Martin@cdph.ca.gov or 916-449-5808.

Who May Apply:
Applications will be screened and the most qualified will be interviewed. Promotional and transfer candidates must provide eligibility information with application materials. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.**

Final Filing Date: December 22, 2014

How to apply:
Please submit a State application (std. 678) with original signature, include job title and position number for which you are applying on your application to Edna Martin at the address below.

We cannot accept faxed or e-mailed applications. The STD. 678 may be accessed through the California Department of Human Resources (CalHR) Website: www.calhr.ca.gov

Contact Information:
California Department of Public Health, Office of AIDS
Administration Section
PO Box 997426 MS 7700 • Sacramento, CA 95899-7426

DUTY STATEMENT

Class Title	Position Number
Associate Governmental Program Analyst	581-401-5393-909

COI Classification
☒ Yes ☐ No

Unit

Section
Office Operations

Branch
Administration

Division
Office of AIDS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) performs a variety of tasks that require a high degree of initiative and independent analysis. The AGPA functions as the lead Office of AIDS (OA) Procurement Analyst independently processing the most complex and atypical purchase and service orders and providing expert technical assistance, guidance and recommendations to OA management and staff. Also provides back-up to the division-wide facilities analyst. The ability to manage multiple projects and deadlines and maintain strong working relationships with OA staff and CDPH and outside partners is required.

Supervision Received: Direction from the Staff Services Manager I, Chief of the Office Operations Section.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time Essential Functions

40% Acts as the OA procurement expert; Develops and maintains expertise of CDPH and State procurement policies and procedures for Information Technology (IT) and non-IT purchases by researching the State and CDPH Procurement Manuals, on the job training and attending training workshops; Processes the most complex procurement transactions including: research of costs and vendor product lines, requests of purchase estimates/bids, preparation of purchase orders, service orders, vendor data records, and composing sole-source justifications; independently develops procurement contracts for services, maintains current working knowledge of contract processes and procedures, writes scopes of work, develops contract provisions for technical requirements, routes contract documents internally for review and approval and verifies that services are rendered and all contract stipulations are followed. Represents OA's interests when procurement related problems arise with CDPH Program Support Branch (PSB), Information Technology Services Division, the Department of General Services (DGS), the State warehouse and service/product providers and vendors; Provides expert technical assistance to OA management by making recommendations and providing alternatives to satisfy their procurement needs; Creates and maintains procurement tracking spreadsheet for purchase and service orders; Tactfully resolves discrepancies and problems with purchase order and service order deliveries and/or invoices with vendors.

30% Serves as lead to the Office Technician in the area of procurement; Trains on procurement processes and procedures; Oversees the maintenance of current inventory of supplies by ensuring the application of inventory management principles to establish reorder points; Determines order quantities and which general office supply products to purchase; Ensures effective and efficient use of space in the various office supply rooms; Periodically audits procurement records to ensure adherence with policies and retention of necessary information for various drills.

15% Acts as back-up to the facilities analyst providing project management for OA building construction and cubicle reconfiguration; Coordinates with PSB, ensures all deadlines are met and secures required documentation and authorizations. Coordinates and leads meetings between OA and PSB. Through research of CDPH and DGS operations manuals and on the job training develops and maintains expertise of DGS and PSB Health & Safety and maintenance procedures in order to secure resolution to all OA facility needs. This includes initiating requests to the building maintenance office for heat, air, carpet, lights, and cubicle configuration including cubicle set-up, removal, and adjustments and arranging/providing escort to DGS and PSB staff into secured office suites; Responsible for the Division effort to pass the annual CDPH health and safety inspection by conducting quarterly inspections of the workspace occupied by the Division and insuring the correction of any identified issues. Creates and maintains OA Division floor plans which include the location of all network printers, assigned phone numbers, voice and data jacks and staff. Provides consultation and recommendations to OA managers regarding their work space.

10% In conjunction with the facilities analyst coordinates the Division response to equipment, inventory, facilities, and cell phone drills. Independently formulates responses and determines when to seek input from other sources. Works directly with the CDPH PSB to provide requested reports on office equipment usage; examines equipment and furniture to determine quality and suitability for use and arranges for repair or replacement as appropriate; develops and maintains a database for OA inventory and equipment; ensures all equipment is tagged with state identification numbers; maintains records for surveying and disposing of equipment. Independently initiates and conducts inventory drills. Conducts management briefings and makes recommendations for process improvement and problem resolution.

Percent of Time Marginal Functions

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date