DUTY STATEMENT

Classification: Associate Governmental Program Analyst

Name: Vacant

Position Number: 813-010-5393-xxx

Division/Branch: Specialized Services Division

Location: Sacramento

Primary Assignment: Advisory Committee Analyst

**JOB OBJECTIVES:**

Under the general direction of the Specialized Services Division Deputy Director, the Associate Governmental Program Analyst (AGPA) serves as the Department’s liaison to the California Vendors Policy Committee (CVPC), the Blind Advisory Committee (BAC), Deaf and Hard of Hearing Advisory Committee (DHHAC) and the Orientation Center for the Blind (OCB) Trust Fund Committee. The AGPA provides support and guidance to the committees to carry out their meetings and related activities to provide the Director with advice on program policies or development and major administrative decisions. In the performance of the essential job functions, the AGPA exercises effective leadership, advanced judgment, sound decision making, adaptability and integrity, and fosters and maintains effective relationships, and is flexible with incidents.

**ESSENTIAL JOB FUNCTIONS:**

70% Provides guidance and support to the CVPC including, but not limited to:

* + - * Program Governance – Responsible to ensure the CVPC receives copies of and is knowledgeable of the Randolph-Sheppard Act; Title 34, Code of Federal Regulations part 395; Welfare and Institutions Code section 19625 et. seq.; California Code of Regulations section 7210 et. seq.; assists the CVPC with the interpretation and application of the governances.
			* State and Department Governances – Responsible to assist the CVPC with understanding the application and administration of federal and state governances relevant to Business Enterprises Program (BEP) in the areas of procurement, budgeting, accounting and others including but not limited to: federal statutes, federal regulations, state statutes, state regulations, state policies, department policies, executive orders, management memos.
			* Minutes and Motions – Responsible to take minutes and capture motions and other appropriate action items at the CVPC meetings and sub-committee meetings; responsible for the appropriate distribution of the minutes, motions and other appropriate materials to the CVPC, vendors, department staff and other interested individuals. Maintains all CVPC records and actions taken; tracks and monitors implementation of its recommendations to the department.
* Logistical Support – Provides logistical support to the CVPC and subcommittee meetings including scheduling; developing agendas; distribution of materials; arranging for meeting place, and conference calls; making travel arrangements, as appropriate. Ensures the CVPV meetings and subcommittees are held in compliance with the Bagley-Keene Act. Assists the CVPC with the implementation of their bylaws and proper parliamentary procedures.
* Webpage – Responsible for ensuring the posting of agendas, rosters, minutes, motions, and other appropriate content on the department’s CVPC webpage.
* Communication – Facilitates active and effective communication and information sharing between the CVPC, the BEP, the vendors, and other stakeholders. Assists the CVPC with the development and transmittal of correspondences appropriate within the CVPC scope and authority.
* Analytical Support – Assists the committee with analysis of proposed recommendations on program policy, and major administrative decisions.
* Contracted Professional Services – Responsible for maintaining a current accounting of allocated funds; ensure allocated fund encumbrance; process approved payments within established protocols; provide reports on fund allocation and use.
* Annual BEP Vendor Training – Provides support and assistance in the development of vendor educational meetings; provides logistical support to the meeting.
* Administrative Resources – Ensures administrative fiscal resources for the CVPC are utilized in compliance with statutes, regulations, and department policies.

25% Provides guidance and support to the BAC, DHHAC and OCB Trust Fund Committee including but not limited to:

* + - * Minutes and Motions – Responsible to take minutes and capture motions and other appropriate action items at the committee and sub-committee meetings; responsible for the appropriate distribution of the minutes, motions and other appropriate materials to the BAC, DHHAC, OCB Trust Fund Committee, department staff and other interested individuals. Maintains all BAC, DHHAC and OCB Trust Fund Committee records and actions taken; tracks and monitors implementation of its recommendations to the department.
* Logistical Support – Provides logistical support to the committee subcommittee meetings including scheduling; developing agendas; distribution of materials; arranging for meeting place, and conference calls; making travel arrangements, as appropriate. Ensures the committee and subcommittee meetings are held in compliance with the Bagley-Keene Act. Assists the BAC, DHHAC and OCB Trust Fund Committee with the implementation of their bylaws and proper parliamentary procedures.
* Webpage – Responsible for ensuring the posting of agendas, rosters, minutes, motions, and other appropriate content on the department’s BAC, DHHAC and OCB Trust Fund Committee webpages.
* Administrative Resources – Ensures administrative fiscal resources for the BAC, DHHAC and OCB Trust Fund Committee are utilized in compliance with statutes, regulations, and department policies.
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MARGINAL FUNCTIONS

5% Other duties as assigned by the Deputy Director. Participates in workgroups and programs within the Department and outside agencies. Provides responses to Public Records Act requests including ensuring appropriate records are identified, and are provided timely.

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**(Employee’s Name) Date**

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**(Supervisor’s Name and Title) Date**

**Original: Employee’s Official Personnel File**

**Copies: Employee and Supervisor’s drop file**