

Florida State Courts System Class Specification

Class Title: General Services Analyst

Class Code: 6540

[Pay Grade 24](#)

General Description

The essential function of this class of positions within the organization is to oversee and manage the procurement mechanisms and tools utilized by employees of the branch. This position will provide technical support and training to a statewide base of users on contracts, grants, My Florida Marketplace (MFMP) and the state purchasing card, provide assistance with reconciling purchases and payments, analyze accounts and spending trends, audit invoices, reports and contracts, policy and procedure development and compliance and performing related administrative functions. This position acts as a liaison with each court of the judicial branch and between the judicial branch and various departments of the executive branch. The position works under general supervision, independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Manages procurement related activity, including reconciling and auditing purchasing card and MFMP accounts and assisting in the development and execution of contracts and grants; posting, reviewing and approving invoices; and approving and submitting statements for payment.

Provides technical support to a statewide base of users, including adding new user accounts, adding new bill/ship to addresses, preparing/distributing reports, resetting passwords, assisting with vendor information/questions, reconciling purchases and payments, and contract and grant management.

Ensures compliance by staff with State Courts System (SCS) policies and procedures and relevant internal/external guidelines, regulations and statutes; serves as information resource for staff and other Courts System personnel as needed.

Sets up and maintains record systems; assists SCS users in maintaining record systems and understanding SCS records retention policies; processes daily

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paperwork such as routing slips, purchasing documentation, reports, memoranda, requisitions or personnel information.

Provides face-to-face and web or telephone based training to new users, including organizing training materials for distribution at training sessions and for future reference use; creates “how to” guides, tip sheets and related reference and training guides.

Reviews grant awards, contracts and other agreements to ensure compliance with SCS Purchasing Directives, contracting requirements and state statutes; maintains database; disseminates contract information statewide; provides assistance with SCS users related to contract requirements and systems used by the Department of Financial Services.

Provides assistance with grant acquisition and management, including researching grant opportunities; reviews financial activity for grants and prepares spreadsheets.

Prepares grant-in-aids to comply with legislative mandates, and monitors processes to completion.

Works with contract and grant managers to provide administrative information regarding budgets, personnel or financial information required to manage contracts and grants.

Assist SCS personnel and vendors in the reconciling of purchasing card transactions and reports, contract and grant management, MFMP requisitions and purchase orders, records retention, and other topics assigned to the position.

Collaborates in development of procedures and policies; evaluates processes to identify deficiencies; implements changes as required.

Compiles information/data to prepare periodic and special reports for the area of responsibility; submits reports to appropriate personnel and/or agencies.

Provides technical assistance to Finance and Accounting staff; provides direction for resolving issues; identifies policy/process changes to improve the efficiency and effectiveness of internal systems and processes.

Updates and maintains General Service’s web pages; develops new pages for Internet and intranet.

Manages administrative/clerical tasks such as preparing correspondence and filing, purchasing office supplies, or conducting research.

Serves as backup for Chief of General Services for the Interagency Council on Safety and Loss Prevention, the Court Emergency Management Team, the Judicial Branch Records Management Committee, and other duties as needed.

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Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or accounting for very large amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

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Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as Excel, spreadsheets or complex custom accounting applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business or public administration, finance, purchasing accounting or a closely related field.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None