

STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

**Classification(s):** Associate Governmental Program Analyst

**Position Number:** 535-202-5393-832

**Division/Office**: Administrative Services Division, Contracts, Grants, and Loans Office

# Collective Bargaining Identifier (CBID): R01

**Work Week Group (WWG):** 2

**Effective Date:** May 18, 2021

**Conflict of Interest (COI):** ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

# Job Description

Under the general direction of the Staff Services Manager I (SSM I), Contracts and Procurement Manager, the incumbent develops, enhances, and monitors procurement procedures and policies. The incumbent performs the more complex, varied, and analytical assignments related to contract and grant administration, recipient compliance, and consultation on procurement activities performed within the Energy Commission. Working independently on fiscal and program activities are an integral part of the analyst’s responsibilities. The incumbent works on the planning, development, accounting, evaluation, award, fiscal compliance, and reporting of the contracts, grants, and loans programs.

# Essential Duties

35% Coordinates the development and administration of the Energy Commission’s departmental contract program. Develops program policy to ensure the Energy Commission’s purchasing policies and procedures are consistent with current law, regulations, executive orders, and best practices. Serves as a liaison for questions from control agencies regarding department procurements.

Serves as a subject matter generalist to staff regarding contract administration and the procurement of goods and services. Evaluates more complex contracts and solicitation documents to ensure conformance to Energy Commission policy and compliance with Government Code, Public Contract Code, and the State Contract Manual.

Consults with Energy Commission employees, control agencies, and contractors or recipients regarding contract and grant agreement requirements, procedures, and policies. Enforce and follow Energy Commission procedures for processing agreements including selecting applicable terms and conditions, routing through the appropriate offices and ensuring scheduling at an Energy Commission Business Meeting.

25% Independently administer, close out, and audit agreements, in coordination with Energy Commission and other state agency program staff, administrative staff, and contractors or recipients. Independently develop, evaluate, and select alternatives which best solve complex contract, grant, or loan problems involving regulation requirements, program goals, terms and conditions, or payments

15% Coordinate and administer the contractor or recipient selection process (solicitation), provide procedural guidance for solicitation workshops, and provide technical guidance for the selection committee. Interpret and enforce state solicitation requirements.

10% Interpret and enforce state and federal contract, grant, and loan rules, regulations and guidelines. Assure compliance of terms and conditions with applicable state or federal requirements and make necessary or advisable conforming changes.

10% Independently develop reports to assist program staff with any phase of the contract, grant, or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. Independently analyze contract, grant, and loan program expenditures and fiscal management information reports for accuracy and consistency with contract or grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions.

# Marginal Duties

5% Prepare and coordinate federal and other grant applications, including the annual State Energy Program (SEP) plan. Perform other duties as required, consistent with the specifications of the classification.

## **Knowledge and Abilities**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

# Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

# Employee’s Name (Print):

**Employee’s Signature**: **Date**:

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

# Supervisor’s Name (Print): Tatyana Yakshina

**Supervisor’s Signature**: **Date**: