

**DUTY STATEMENT**

Employee Name:	Position Number: 580-130-5393-737
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Contract Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Program Support Branch / Contract Management Services Section / Contracts Management Unit A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### **Job Summary**

This Associate Governmental Program Analyst (AGPA) position supports the California Department of Public Health's (CDPH) mission and strategic plan by independently performing the more responsible, varied, and complex technical analysis and coordination for the development of the more complex contracts.

The Associate Governmental Program Analyst is responsible for administering the Division's contracts. This position provides contract expertise and services by performing the more responsible, varied, and complex analytical work to assist all levels of staff within the Division. This position must have a knowledge and ability to interpret various reference sources applicable to contracts including: Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and

Professions Code, Code of Regulations, and the State Administrative Manual. The AGPA will interact in a multi-disciplinary team environment and may be asked to work in a lead capacity.

The incumbent works under the direction of the Staff Services Manager I (SSM I), of the Contracts Management Unit A.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

35% Independently provide technical guidance and consultative assistance for the service contract and grant administration functions of multiple Departmental programs whose contract types are less common and of greater complexity. Perform research and analysis to gain a basic understanding of the goals and contractual needs of the assigned California Department of Public Health (CDPH) programs, which includes: cost reimbursement direct services/subvention contracts and grants; business, consultant, and personal service contracts; college foundation agreements, incoming fund contracts; information technology (IT) contracts; interjurisdictional exchange agreements; and interagency, public college and university agreements.

Objectively study and analyze drafts, and finalize new, renewal, and amendment contracts and grant agreement packages prepared by CDPH program staff and develop timely findings and written recommendations for altering and improving those packages to secure Departmental and control agency approval. Re-assess items that appear incomplete, misassembled, inadequate, and/or fail to substantially comply with contract policies; investigate root causes for such deficiencies and return materials to program staff with recommended work-around options and constructive correction instructions.

Create an automated record of the draft agreements in the Contract Management Unit's (CMU's) Draft Tracking Log. As needed, assist program staff in the completion or correction of contract forms and development or correction of contract exhibits. As needed, respond to draft and final contract status inquiries. Escalate the most complex corrections or issues to the SSM I for review.

30% Provide technical advice and consultative services to programs on complex topics including, but not limited to: location, selection, and use of contract models; fillable form location and usage requirements; scope of work development requirements and format options; budget content, format, and calculation requirements; optional contract exhibit use; contract language options and usage applicability; advance payment, prospective payment, and cost reimbursement requirements; benefits of Public Contract Code exemptions; requirements of nonprofit organization student contracts; Administrative Relief options and applicability; Cooperative

Agreement and Direct Services Act requirements; requirements for submitting competitive bid award documentation; and documentation requirements for use of Disabled Veteran Business Enterprise (DVBE) firms. Act a liaison with CDPH's assigned Department of General Services (DGS) attorney to coordinate corrections and/or approval of CDPH contracts transmitted to DGS for approval. Sign and certify the accuracy of the content of Agreement Summaries (STD 215s) and provide guidance on the Financial Information Systems of California (FI\$Cal) purchase order process, to ensure funding accuracy.

Independently research, analyze, interpret, and communicate complex contract related laws, regulations, policies and procedures appearing in various resources including the Public Contract Code, State Contracting Manual, applicable control agency websites, State Administrative Manual management memos, CDPH Administration Division Information Memos, CMU contract and bid models, CDPH Intranet web pages, CMU bulletins, Health Administrative Manual, California Code of Regulations, and CDPH program statutes. Research, review, and apply current Departmental contract approval requirements and occasionally research Federal policies affecting Federally funded contracts and grants.

- 15% Provide advice and technical assistance to program staff on solicitation documents to ensure appropriate process is used, e.g., Non-Competitive Bid (NCB), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Application (RFA). Write and distribute instructional guides to provide information and assistance to program staff for developing procurement documents. Direct program staff to the appropriate unit within PSB on the formal solicitation process.
- 10% Troubleshoot complex problem contracts returned unapproved by DGS and coordinate needed corrections with program staff. Prepare rebuttals and responses to DGS contract return notices; conduct necessary research to follow-up on contracts that become stalled in the development or approval process; coordinate and attend meetings with program staff as needed to discuss contract policies, requirements, or procedures; and provide hands-on contract training to new program staff.
- 5% Develop outgoing correspondence or edits and revises correspondence prepared by program staff. Provide direct support and backup assistance to other CMU analysts. Cooperate with Federal, State, and Departmental auditing staff; collect or develop data to provide input and make recommendations to revise or develop contract policies and procedures; prepare the more complex bill analyses related to contract functions; prepare ad hoc and/or mandated contract reports; and participate in group contract reviews, or contract training presentations.

### **Marginal Functions (including percentage of time)**

- 5% Performs other work-related duties as assigned. May be assigned to act in lead capacity in the SSM I's absence.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: Skip Thomas

Date: 4/21/2023

**DUTY STATEMENT**

Employee Name:	Position Number: 580-130-5157-752
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Contract Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration Division	Branch/Section/Unit: Program Support Branch / Contract Management Services Section / Contracts Management Unit A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to 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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### **Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing technical guidance and consultative assistance for the service contract and grant administration functions of multiple Departmental programs whose contract types are common and moderately complex.

The SSA is responsible for administering the Division's contracts. This position provides contract expertise and services by performing the less responsible, varied, and complex analytical work to assist all levels of staff within the Division. This position must have a knowledge and ability to interpret various reference sources applicable to contracts including: Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the

State Administrative Manual. The SSA will interact in a multi-disciplinary team environment.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager (SSM I) of the Contracts Management Unit A.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% Under supervision, provides technical guidance and consultative assistance for the service contract and grant administration functions of multiple Departmental programs whose contract types are common and moderately complex. Perform research and analysis to gain a basic understanding of the goals and contractual needs of the assigned California Department of Public Health (CDPH) programs, which includes: cost reimbursement direct services/subvention contracts and grants; business, consultant, and personal service contracts; college foundation agreements, incoming fund contracts; information technology (IT) contracts; interjurisdictional exchange agreements; and interagency, public college and university agreements.

Analyze draft contract and grant agreement packages, and with assistance finalize new, renewal, and amendment contracts and grant agreements prepared by CDPH program staff and develop timely findings and written recommendations for altering and improving those packages to secure Departmental and control agency approval. Re-assess items that appear incomplete, misassembled, inadequate, and/or fail to substantially comply with contract policies; investigate root causes for such deficiencies and return materials to program staff with recommended work-around options and constructive correction instructions.

Create an automated record of the draft agreements in the Contract Management Unit's (CMU's) Draft Tracking Log. Assist program staff in the completion or correction of contract forms and development or correction of contract exhibits. Respond to draft and final contract status inquiries. Escalate the more complex corrections or issues to a lead analyst or the SSM I for review.

- 30% Under supervision, provide technical advice and consultative services to programs on topics

including, location, selection, and use of contract models; fillable form location and usage requirements; scope of work development requirements and format options; budget content, format, and calculation requirements; optional contract exhibit use; contract language options and usage applicability; advance payment, prospective payment, and cost reimbursement requirements; benefits of Public Contract Code exemptions; requirements of nonprofit organization student contracts; Administrative Relief options and applicability; Cooperative Agreement and Direct Services Act requirements; requirements for submitting competitive bid award documentation; and documentation requirements for use of Disabled Veteran Business Enterprise (DVBE) firms. Under supervision act as a liaison with CDPH's assigned Department of General Services (DGS) attorney to coordinate corrections and/or approval of CDPH contracts transmitted to DGS for approval. Sign and certify the accuracy of the content of Agreement Summaries (STD 215s) and provide guidance on the Financial Information Systems for California (FI\$Cal) purchase order process, to ensure funding accuracy.

Research, analyze, interpret, and communicate contract related laws, regulations, policies and procedures appearing in various resources including the Public Contract Code, State Contracting Manual, applicable control agency websites, State Administrative Manual management memos, CDPH Administration Division Information Memos, CMU contract and bid models, CDPH Intranet web pages, CMU bulletins, Health Administrative Manual, California Code of Regulations, and CDPH program statutes. Research, review, and apply current Departmental contract approval requirements and occasionally research Federal policies affecting Federally funded contracts and grants.

- 15% Provide advice and technical assistance to program staff on the less complex solicitation documents to ensure appropriate process is used, e.g. Non-Competitive Bid (NCB), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Application (RFA). Write and distribute instructional guides to provide information and assistance to program staff for developing procurement documents. Direct program staff to the appropriate unit within PSB on the formal solicitation process.
- 10% Troubleshoot the less complex problem contracts returned unapproved by DGS and coordinate needed corrections with program staff. Prepare rebuttals and responses to DGS contract return notices; conduct necessary research to follow-up on contracts that become stalled in the development or approval process; coordinate and attend meetings with program staff as needed to discuss contract policies, requirements, or procedures; and provide hands-on contract training to new program staff.
- 5% Draft, revises or edits outgoing correspondence prepared by program staff. Provide direct support and backup assistance to other CMU analysts. Cooperate with Federal, State, and Departmental auditing staff; collect or develop data to provide input and make recommendations to revise or develop contract policies and procedures; prepare the less complex bill analyses related to contract functions; prepare ad hoc and/or mandated contract reports; and participate in group contract reviews, or contract training presentations.

### **Marginal Functions (including percentage of time)**

- 5% Performs other work-related duties assigned as needed.

I certify this duty statement represents an accurate description of the essential functions

I have read and understand the duties and requirements listed above and am able to

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: Skip Thomas

Date: 4/21/2023