



**Position Details**

**Classification:** Associate Governmental Program Analyst

**Office/Branch:** Administration/Contracts and Procurement

**Working Title:** Contract Analyst

**Location:** Sacramento

**Position Number:** 311-240-5393-809

**HR Approval Date/Initials:** ME 1/25/24

**CBID/Bargaining Unit:** R01

**Work Week Group:** 2

**Tenure:** Limited Term

**Time Base:** Full-Time

**Job Description Summary**

Under the direction of the California High-Speed Rail Authority’s (Authority) Contracts and Procurement (CPB) Staff Services Manager II, the Associate Governmental Program Analyst (AGPA) provides full journey-level and complex analytical support for the contract and procurement services activities of the Authority. The incumbent serves as an expert analyst ensuring that work completed on a daily basis is in accordance with the latest procurement and contract best practices, laws, rules, and regulations.

**Duties**

Percentage

Essential (E)/Marginal (M)

- 40% (E)
  - Independently develops, reviews, analyzes, writes, and processes complex information technology (IT) and non-IT procurements and contracts for the Authority utilizing the technical and difficult competitive bid process, including, but not limited to, advertising and receiving proposals, monitoring selection process, facilitating proposal and presentation reviews, notifying bidders of selection committee’s decision, securing contractor’s signature, securing internal approvals, preparing transmittal, and monitoring process through department and control agencies as appropriate to final approval and execution. Develops and prepares contract strategies, post Invitation for Bid (IFB), Request for Proposal (RFP), and Request for Quote (RFQ) on FI\$Cal. Acts as back-up and peer draft reviewer for other analysts ensure compliance with applicable State and federal laws, and State and departmental policies. Meets with Authority staff on sensitive and complex contracts to provide information regarding legal requirements and limitations when developing contracts. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required and assists with analyzing and providing final review of

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contracts requiring approval by the Authority's Board. Accomplishes tasks in accordance with all applicable statutes, policies, and procedures by reviewing and evaluating contracts to ensure conformance with the provisions of the Government Code, Civil Code, Business and Profession Code, State Administrative Manual, Departmental policy, and other State and federal laws affecting contract administration.

- 30% (E)
- Makes accurate and timely entries into required databases, including FI\$Cal. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and prepares mandatory statistical and audit reports for external distribution.
- 15% (E)
- Works with customers individually and in task teams to review pertinent data and ensure the requested services are performed in accordance with State, federal, and departmental laws, policies, standards, and controls. Makes recommendations to improve CPB processes or resolve administrative and program-related problems. Organizes and develops new contract administration procedures, forms, and management information systems. Reviews and analyzes proposed legislation and advises management on the impact or potential impact.
- 10% (E)
- Researches and gathers statistical data for preparation of mandated reports for executive staff, control agencies, the legislature and other state agencies. Formats and submits reports to executive staff for review and approval and tracks corrective actions. Conducts research/studies for the Authority concerning management of its internal operations by utilizing numerous analytical techniques including extracting, compiling, and evaluating data and develops alternative solutions.
- 5% (M)
- Performs special assignments as assigned. Performs other job-related duties as required.

### **Special Requirements**

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

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Other Special Requirements Information: N/A

### **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.

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

### **Desirable Qualifications**

- Familiar with use of State Contracting Manuals, Public Contract Code, and State Administrative Manual.
- Knowledgeable about policies and procedures regarding contract terms and conditions.
- Ability to read, understand and apply laws, rules, policy, and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Authority and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.
- High level of analytical and interpersonal skills.
- Ability to analyze routine problems, prepare and present findings, and recommend an effective course of action.
- Ability to speak and write effectively and perform with some degree of independence.
- Ability to make presentations and competently represent the Authority.
- Capability of working with personal computers and an aptitude for learning various software programs.
- Ability to establish and maintain cooperative working relationships with managers, employees, and contractors.
- Ability to exercise good judgement.
- Ability to prepare and present findings and reports and make recommendations on specific problems.
- Experience with preparing, writing, developing scopes of work for purchase and/or procurement documents or contract amendments.

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- Experience and knowledge with interpreting and applying state and federal regulations, and/or departmental policies and procedures.
- Experience with report writing, issue memos, and correspondence.
- Experience analyzing problems, developing, and evaluating alternatives, and recommending effective courses of action.
- Customer service experience.

### **Supervision Exercised Over Others**

This position does not supervise; however at times incumbent may perform a lead-worker role.

### **Public and Internal Contacts**

The incumbent works individually and in task teams to advise Authority managers and customers regarding CPB processes. In addition, the incumbent is in frequent contact with all levels of Authority and DGS staff and staff of other state agencies. Interaction with persons outside of the general work setting can involve Authority Board members, local, state, and federal officials, and the general public and may be extensive and sensitive.

### **Responsibility for Decisions and Consequence of Error**

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Inappropriate use of bond funds could cause the Authority to be in violation of the US Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS. Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the State by private contractors or labor unions. Poor judgement could result in delays in completion of the Authority's or other agency programs and loss of public trust.

### **Physical and Environmental Demands**

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

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**Working Conditions and Requirements**

- a. Schedule: Flexible schedules may be available for this position.
- b. Telework: Part-time and based on the requirements of this position.
- c. Travel: None
- d. Other: N/A

**Acknowledgment and Signatures**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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**Position Details**

<b>Classification:</b> Staff Services Analyst		<b>Office/Branch:</b> Administration/Contracts and Procurement	
<b>Working Title:</b> Contract Analyst		<b>Location:</b> Sacramento	
<b>Position Number:</b> 311-240-5157-809		<b>HR Approval Date/Initials:</b> ME 1/25/24	
<b>CBID/Bargaining Unit:</b> R01	<b>Work Week Group:</b> 2	<b>Tenure:</b> Limited Term	<b>Time Base:</b> Full-Time

**Job Description Summary**

Under the supervision of the California High-Speed Rail Authority’s (Authority) Contracts and Procurement Branch’s (CPB) Staff Services Manager II, the Staff Services Analyst (SSA) will provide analytical support for the contract services activities of the Authority, and perform first-journey level analytical duties. The incumbent will serve as an analyst ensuring that work completed on a daily basis is in accordance with the latest procurement and contract best practices, laws, rules, and regulations.

**Duties**

Percentage  
Essential (E)/Marginal (M)

- 35% (E)
  - Develops, reviews, analyzes, writes and processes the services contracts for the Authority utilizing competitive bid processes, including, but not limited to, advertising and receiving proposals, monitoring selection process, facilitating proposal and presentation reviews, notifying bidders of selection committee’s decision, securing contractor’s signature, securing internal approvals, preparing transmittal, and monitoring process through department and control agencies as appropriate to final approval and execution. Develops, reviews, analyzes, writes and processes Purchase Orders and contracts for IT and Non-IT Goods and Services. Assists with preparing, writing, editing, reviewing, and analyzing contract and funding documents in order to execute contracts between contractors and the State by using and completing standard forms, specifications, and bid documents. Obtains required signatures from contractors and Authority staff to fully execute contracts. Distributes copies of fully executed contracts to contractors and appropriate Authority staff. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required and assists with analyzing and

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providing final review of contracts requiring approval by the Authority's Board. Acts as backup to other analysts and is a peer reviewer to ensure contracts are in compliance with applicable State and federal laws, and State and departmental policies. Assists with coordinating the timely preparation of contract materials, advertising, contract submittals, and approvals. Accomplishes tasks in accordance with all applicable statutes, policies, and procedures by reviewing and evaluating contracts to ensure conformance with the provisions of the Government Code, Civil Code, Business and Profession Code, State Administrative Manual, Departmental policy, and other State and federal laws affecting contract administration.

- 30% (E)
- Makes accurate and timely entries into required databases, including FI\$Cal. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.
- 20% (E)
- Works with customers individually and in task teams to review pertinent data and ensure the requested services are performed in accordance with State, federal, and departmental laws, policies, standards, and controls. Makes recommendations to improve CPB processes or resolve administrative and program-related problems. Reviews and analyzes proposed legislation and advises management on the impact or potential impact. Assists with developing and preparing contract strategies, post Request for Proposal (RFP) and Request for Qualifications (RFQ) on FI\$Cal. Meets with Authority staff on sensitive contracts to provide information regarding legal requirements and limitations when developing contracts. Assists with organizing and developing new contract administration procedures, forms, and management information systems.
- 10% (E)
- Assists with researching and gathering statistical data for preparation of mandated reports for executive staff, control agencies, the legislature and other state agencies. Assists with formatting and submitting reports to executive staff for review and approval and track corrective actions. Assists with conducting research/studies for the Authority concerning management of its internal operations by utilizing numerous analytical techniques including extracting, compiling, and evaluating data and learns to develop alternative solutions.

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- Performs special assignments as assigned and may perform a lead worker role. Performs other job-related duties as required.

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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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

### **Desirable Qualifications**

- Familiar with use of State Contracting Manuals, Public Contract Code, and State Administrative Manual.
- Knowledgeable about policies and procedures regarding contract terms and conditions.
- Ability to read, understand and apply laws, rules, policy, and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Authority and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.
- High level of analytical and interpersonal skills.
- Ability to analyze routine problems, prepare and present findings, and recommend an effective course of action.
- Ability to speak and write effectively and perform with some degree of independence.
- Ability to make presentations and competently represent the Authority.

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### **Responsibility for Decisions and Consequence of Error**

Assigned duties require the exercise of judgement or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The incumbent works in proximity to their supervisor. Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Inappropriate use of bond funds could cause the Authority to be in violation of the US Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS. Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the State by private contractors or labor unions. Poor judgement could result in delays in completion of the Authority's or other agency programs and loss of public trust.

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Supervisor Printed Name:	Signature:	Date: