

DUTY STATEMENT

Employee Name:	Position Number: 580-440-5157-711
Classification: Staff Services Analyst	Tenure/Time Base: Limited-Term/Full-Time
Working Title: Contracts and Purchasing Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: STD Control Branch/Business Operations Support Section/Contracts and Purchasing Unit

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 serving as a skilled professional with independent responsibility for carrying out a variety of analytical assignments in a fast-paced program.

The Staff Services Analyst (SSA) serves as point of contact for local health departments (LHDs), including grants and contract management functions. The SSA provides analytical assistance to the LHDs, municipalities, regional entities, private businesses, volunteer organizations, and state agencies to ensure these organizations meet the goals, objectives, and benchmarks of their grants

and contracts. The position will assist with purchase orders, service orders, and a variety of administrative drills.

The incumbent works under the direction of the Contracts and Purchasing Unit Chief, Staff Services Manager I.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Under supervision, responsible for the preparation of contracts including consultant, IT, personal services contracts, inter-agency agreements, and amendments. Identify funding sources and independently write Request for Proposals, Request for Applications, and/or Invitations for Bid, which includes preparing the bidding requirements, application submission instructions, scope of work narratives, budgets, exhibits, and transmittals. Evaluate and negotiate contracts including overseeing the development and revision of budgets, scopes of work, and contract terms and conditions. Develop and monitor the progress of contract amendments and contractor payments. Track all contracts to ensure approval and execution in a timely manner. Analyze and research proposed contract language for appropriateness and compliance with the applicable statutes, regulations, and policy. Utilize the Department's Contract and Purchasing System (CAPS) database to submit and track all contracts and amendments. Serve as a liaison between the Division, the Program Support Branch's (PSB) Contracts and Business Services Section, the Accounting Section, the Office of Legal Services, and other Branches within the Division on contract processing and administration issues.
- 30% Provide support in the development of grant applications, including the preparation of progress reports, expenditure reports, and requests for ad hoc reports. Participate in the development of Local Health Department (LHD) grant application materials; review LHD grant applications and make recommendations for approval; and record and compare the results of mid-year and year-end progress reports. Prepare Requests for Applications, with consideration of federal guidelines and requirements. Solicit applications from a variety of organizations to help California prevent and control sexually transmitted diseases and to reduce complications from the diseases.
- 30% Under supervision, act as purchasing liaison to the Contracts and Purchasing Section (CPSS). Responsible for the processing of procurement requests and related justification documents to ensure all purchasing guidelines are met. Utilize the Department's Contract and Purchasing System (CAPS) database to submit, process, and track all purchases. Review and analyze purchase requests, gather additional information as needed, and provide

recommendations to management. Analyze and research proposed purchase requests to ensure compliance with State and Federal Laws, policies, regulations, and procedures. Analyze and propose improvements to streamline procurement processes to better meet the needs of the STD Control Branch.

Process Service orders, Small Business/Disabled Veteran Business Enterprise (SB/DVBE) and Non-Competitive Bid (NCB) agreements. Request and pay for necessary business services using the service order process in conformance with the State Contracting Manual (SCM), Public Contract Code, and all state contracting regulations. Analyze, review and process service orders in conformance with the state contracting regulations. Act as Service Order liaison with the Program Support Branch (PSB). Keep up to date on service order policy and procedure changes within the Department and provide internal expertise to STD Control Branch senior management in planning service orders.

Marginal Functions (including percentage of time)

5% Provide analytical support to the Business Operations Support Section Chief. Complete a variety of special projects; prepare correspondence, reports, policies, procedures, manuals, and reference materials. Perform other SSA duties as required.

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: JC
 Date: 05/06/24