

DUTY STATEMENT

EMPLOYEE NAME: _____ CURRENT DATE: _____
CLASSIFICATION: Staff Services Analyst (LT) POSITION #: 673-810-5157-XXX
DIVISION/OFFICE: ASD/Contracts/Procurements/
Grants Branch CBID: R01
SECTION: Contracts and Grants Unit B
SUPERVISOR'S NAME: Diana Cardoza
SUPERVISOR'S CLASS: Staff Services Manager II (SSM II)

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

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I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature

Date

Employee's Signature

Date

.....
SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below)

- Duties require use of hearing protection and annual hearing examinations.

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SUPERVISION EXERCISED: (CHECK ONE):

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

N/A

MISSION OF SECTION:

The mission of Contracts, Procurements and Grants Branch (CPGB), the Contracts Units are responsible for ensuring funds are spent in accordance with DGS and Federal Office of Management and Budget (OMB) circular policies and mandates, and funds are expended on projects and programs that support California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA)'s missions. Oversee and assist in the development of all contracts/purchases for CARB and CalEPA including: Interagency Agreements (IA), Request for Proposal (RFP), Request for Information (RFI), Invitation for Bid (IFB), Non-Competitive Bids (NCB), Limited to Brand, Service Agreements (SA), Memorandums of Understanding (MOU), etc. Train staff on contract writing, submittal and management, apply for all Federal Grants and follow all OMB Circulars from the Federal Government in order to be in compliance with all Federal requirements, issue hundreds of program level grants each year to ensure CARB and CalEPA's programs comply with the regulatory statues that drive the grant funding, account for all revenues being paid to CARB and CalEPA from all fee payers (which adds up to millions of dollars every year), and ensures CARB and CalEPA is fully funded.

CONCEPT OF POSITION:

Under the general direction and guidance of the Staff Services Manager II, the incumbent is responsible for performing analytical duties relative to contracting and procuring of goods and services. This position is expected to demonstrate beginning level analytical skills in interpreting and applying contract laws, policies, and procedures to ensure compliance with the Government Code (GC), Public Contract Code (PCC), Department of General Services' (DGS) policies and procedures, and CARB and CalEPA's policies and procedures relative to contracts. The work entails determining the most efficient, effective and appropriate contracting method to utilize in acquiring services; developing solicitation packages; evaluating bids and proposals; conducting evaluations and developing reports; preparing contracts and supporting documents in a manner that safeguards the state's interests; providing technical and functional guidance to program staff on contract issues; and assisting program staff in developing justification statements for special contracts.

% Of TIME RESPONSIBILITIES OF POSITION

35% -E Analyze requests for contract services to determine the most appropriate and efficient method for obtaining the needed services; advise, guide and coordinate with Divisions in the solicitation development and selection process. This requires: making recommendations on the most appropriate solicitation method for their particular need and the type of service requested; advising on time frames, advertising requirements, and other special requirements; reviewing and providing

feedback on program's proposed scopes of work and timelines; drafting solicitation documents, finalizing and issuing solicitations, responding to bidder inquiries, conducting public cost openings, evaluating bids/proposals, determining and obtaining necessary internal and external approvals, and awarding contracts in compliance with solicitation requirements, statutory and regulatory requirements, and control agency requirements. The incumbent will utilize the Financial Information System for California (Fi\$Cal) system to create solicitation packages, post invitations, and enter requisitions.

35% -E Identify, analyze, and resolve contracting issues in compliance with applicable requirements of the PCC, GC, DGS, ARB and CalEPA policies and procedures

Provide consultation and assistance to Divisions in the preparation of Non-Competitively Bid (NCB) Justification requests. Review and finalize all NCB requests for recommendation of approval and submission to the Contracts Section Manager.

Interpret and apply the State's Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) requirements, as well as the Federal Minority and Women Business (MBE/WBE) requirements (for federally funded contracts) as they relate to contracting. Determine whether any proposed contracts can be established utilizing the DVBE/SB contracting option. Analyze bids and proposals for compliance with these requirements, and based on this analysis recommend whether the bid/proposal should be allowed to continue in the contract evaluation process or be rejected as non-responsive. Respond to complaints/inquiries regarding State DVBE/SB and Federal MBE/WBE compliance.

25% -E Serve as the liaison between the Division, contractors, and control agencies; respond to questions, make recommendations to management and program staff. Consult with staff on appropriate policies and procedures to be followed. Coordinate the preparation of protest response documentation. Assist with resolving post-award disputes.

Provide information for preparation of various contract reports. Prepare and process Service Agreements (SA) for non-information technology services agreement valued under \$5,000. Perform special projects such as reconciling contract information contained in the contract number assignment log, in workload logs in the Access database, and actual contract files.

5% -M Monitor contracts and alert Division staff prior to contract expiration. Advise on options.

Assist other staff when necessary.