

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Administration & Management
Unit: Business and Contracts Services Branch
Position Number: 401-108-5393-730 (PS 1102)
Classification: Associate Governmental Program Analyst
Working Title: Contracts Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under direction of the Staff Services Manager I (SSM I) of the Contracts Office, the Associate Governmental Program Analyst (AGPA) analyzes and coordinates the development of contracts for the department. The AGPA provides necessary oversight, evaluation, technical support and process a range of different types of contracts including, Interagency, Local Assistance, and service.

% of Time	Essential Functions:
35%	Provide technical guidance and consultative expertise on contract administration functions for multiple departmental programs. Analyze and process new, draft, final, and amendment contract agreement packages including various contract forms, law and policy citation exhibits, contractor instructional attachments, award documentation, and other material needed for determining legal sufficiency and policy compliance. Review items that appear incomplete, inadequate, and fail to substantially comply with contract policies and return materials to Department staff with recommendations and constructive correction instructions. Assist Department staff in the development, completion or correction of contract forms and exhibits. Respond to Draft and Final contract status inquiries while keeping the Unit Manager informed of sensitive issues and workload progress.
25%	Review, evaluate, and process service and Information Technology contracts ensuring that the purpose, terms and conditions, funding authority and data conform, as required by State and Federal contract laws, respectively. This includes decisions on the appropriate bidding method, contract solicitation, inputting applicable bids and registering contracts into Cal eProcure portal in compliance with Fi\$Cal requirements per California Government Code Section

15849.22 (b) (1). Research, interpret, develop and communicate contract laws, regulations, policies and procedures appearing in various resources including the California Government Code, California Code of Regulations, Public Contract Code, State Administrative Manual, State Contracting Manual, and applicable Executive Orders and Management Memos. Consult with and advise Department management and staff by providing technical expertise and training in areas of service contracts.

20% Analyze Housing and Community Development (HCD) 619's Purchase Requisitions, solicit requests for quotes in writing from vendors; analyze data to determine which supplier is able to meet all business and delivery requirements; create purchase orders, conduct peer reviews to ensure purchases are compliant and in accordance with HCD and State purchasing policies, procedures and sound business practices. Attend and assist at meetings with Department staff to provide guidance and resolutions to concerns and problems. Coordinate with other applicable Administrative staff and internal resources (i.e. Accounting, Budget Office, etc.) to obtain assistance or resolve concerns. Trouble shoot problem contracts returned unapproved by the Department of General Services (DGS) and coordinate needed corrections with Department Staff. Prepare rebuttals and responses to DGS contract return notices. Provide hands-on contract training to new Department staff.

15% Maintain contract analyst workload spreadsheet logs and required entries to Fi\$Cal and the Department database, Consolidated Automated Program Enterprise System (CAPES). Conduct necessary research to follow-up on contracts that become stalled in the development or approval process. Research, analyze, and respond to bill analyses, Director's correspondence, and general correspondence related to contracts. Research and gather information to complete special projects related to contracts as assigned.

% of Time Marginal Functions:

5% Provide back up to other analysts; work on special assignments on an as-needed basis. These tasks may include forms coordinator, create and/or maintain training and reference materials and/or records retention.

Special Requirements: (Define all that apply)

Travel: None

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: Adhere to all State and HCD applicable laws, rules, policies, and procedures related to procurement activities. Communicate effectively with all levels of staff. Analyze data and present ideas and information both orally and in writing. Assist department staff with technical assistance and training.

Personal Contacts: The incumbent will have daily contact with all levels of HCD employees, vendors, various State department employees, and the general public. The incumbent should maintain a consistent courteous service oriented attitude.

Consequence of Error: Failure to use good judgement could result in non-compliance of policies procedures, potential liability, and violation of the State Health & Safety Code.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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.)

Employee Name: _____

Date: _____

Employee Signature: _____

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.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.

**State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT**

Division: Administration & Management
Unit: Business and Contracts Services Branch
Position Number: 401-108-5157-xxx (PS 1102)
Classification: Staff Services Analyst
Working Title: Contracts Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department’s team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission.

Job Summary: Under direct supervision of the Staff Services Manager I (SSM I) of the Contracts Office, the Staff Services Analyst (SSA) analyzes and coordinates the development of contracts for the department. The SSA provides necessary oversight, evaluation, technical support and process a range of different types of contracts including, Interagency, Local Assistance, and service.

% of Time	Essential Functions:
35%	Analyze and process the less complex contract agreement packages including various contract forms, law and policy citation exhibits, contractor instructional attachments, award documentation, and other material needed for determining legal sufficiency and policy compliance. Review items that appear incomplete, inadequate, and fail to substantially comply with contract policies and return materials to Department staff with recommendations and constructive correction instructions. Assist Department staff in the development, completion or correction of contract forms and exhibits. Respond to Draft and Final contract status inquiries while keeping the Unit Manager informed of sensitive issues and workload progress.
20%	Review, evaluate, and process service and Information Technology contracts ensuring that the purpose, terms and conditions, funding authority and data conform, as required by State and Federal contract laws, respectively. This includes decisions on the appropriate bidding method, contract solicitation, inputting applicable bids and registering contracts into Cal eProcure portal in compliance with Fi\$Cal requirements per California Government Code Section

15849.22 (b) (1). Research, interpret, develop and communicate contract laws, regulations, policies and procedures appearing in various resources including the California Government Code, California Code of Regulations, Public Contract Code, State Administrative Manual, State Contracting Manual, and applicable Executive Orders and Management Memos.

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20% Maintain contract analyst workload spreadsheet logs and required entries to Fi\$Cal and the Department database, Consolidated Automated Program Enterprise System (CAPES). Assist with research to follow-up on contracts that become stalled in the development or approval process. Assist with research, analyze, and respond to bill analyses, Director's correspondence, and general correspondence related to contracts. Research and gather information to complete special projects related to contracts as assigned.

% of Time Marginal Functions:
5% Provide back up to other analysts; work on special assignments on an as-needed basis. These tasks may include forms coordinator, create and/or maintain training and reference materials and/or records retention.

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