

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES
CONTRACTS AND PURCHASING UNIT
DUTY STATEMENT**

NAME: Vacant

JOB TITLE: Associate Governmental Program Analyst

POSITION NUMBER: 420-025-5393-XXX

UNIT: Office of Fiscal Services, Contracts and Purchasing Unit

UNIT SUPERVISOR: Staff Services Manager I, Contracts

STATEMENT OF DUTIES: Under the direction and supervision of a Staff Services Manager (SSM) I, the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied and complex technical and analytical non-legal and non-IT contracting work. Duties require strong organizational skills, analytical ability, effective writing and communication skills, subject-matter expertise on the laws pertaining to contract law, state procedures for purchasing goods and services, and knowledge of the State budget process. Incumbent works independently on the preparation, processing and monitoring of a variety of contracts for the Office of the Attorney General/Department of Justice (DOJ). Incumbent works under strict time constraints.

SUPERVISION RECEIVED: Directly supervised by the SSM I of the Contracts Unit in the Office of Fiscal Services, Division of Operations.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Analyst may be required to remain sedentary to operate a computer while performing research and other duties up to eight hours per day. Able to occasionally move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open spaced office/cubicle in a smoke free environment of a high-rise building.

ESSENTIAL FUNCTIONS

- 30%** Responsible for ensuring compliance with the Department of General Services (DGS) and the DOJ policies for preparation and control of Non-IT Services contracts, including renewals and amendments. Independently prepares contracts including preparing solicitations and obtaining quotes. Prepares Interagency Agreements for contracts with other state entities. Formulates and maintains streamlined procedures for preparing contracts. Conducts research and analysis for preparation of contracts. Enters data into Fi\$Cal, as required.

- 30%** Serves as point-of-contact with contractors, vendors and other agencies to address and resolve matters pertaining to Non-IT services contracts: analyzes issues and provides advice and recommendations. Works directly with contractors to ensure contract compliance with established contracting and invoicing policies and procedures. Independently works with contractors and vendors to resolve contract issues and determines initiation of contract dispute process.

- 20%** Reviews, collects and analyzes data and independently prepares special studies and special reports. Advises, prepares and submits reports to division managers and executive staff on various issues pertaining to contract coding, preparation and maintenance, special funding, special case considerations, and public records act requests, as assigned by the SSM I. Provides ad hoc training to DOJ staff on contracting procedures. Reviews and updates DOJ/Unit policies and procedures. Completes special projects as assigned; coordinates and follows-up on assignments.

- 15%** Meets with departmental programs, e.g., Accounting, Legal Support Operations, Office of Professional Development, Legal Divisions, to report and resolve contracting problems. Makes recommendations and proposals for best practices and procedures relating to contracting. Ensures contract evaluations are prepared for all closed contracts, when applicable. Delegates routine work assignments to clerical staff.

MARGINAL FUNCTIONS

- 5%** Provides back-up assistance to other Contracts Unit staff, as needed.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. *(Refer to the Essential Functions Health Questionnaire, STD. 910.)*

Employee’s Signature

Date

Supervisor’s Signature

Date