

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
eDISCOVERY & LITIGATION SERVICES (eDLS)  
DUTY STATEMENT**

**NAME:**

**POSITION NUMBER:** 420-049-5393-xxx

**JOB TITLE:** Associate Governmental Program Analyst

**WORKING TITLE:** eDLS Contract Specialist

**STATEMENT OF DUTIES:** Under the direction of a Staff Services Manager III (SSM III), the Associate Governmental Program Analyst (AGPA) – eDLS Contract Specialist performs complex, technical, and analytical legal contracting and procurement activities. Duties require strong organizational skills, analytical ability, effective writing and communication skills, and an in-depth knowledge of civil procedures pertaining to the administration of contracts and the purchasing of goods and services, as well as the ability to work effectively with public vendors, case managers, and legal division teams while maintaining strict time constraints.

**SUPERVISION RECEIVED:** Directly supervised by the SSM III in eDiscovery & Litigation Services (eDLS).

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to move up to 20 pounds. Ability to sit and enter keystrokes for up to eight hours. Ability to work extended hours, flexible hours within a 24-hour period, and to travel throughout the state.

**TYPICAL WORKING CONDITIONS:** Cubicle or open spacing working station in a smoke-free environment.

**ESSENTIAL FUNCTIONS**

**40%** Responsible for the development, negotiation, and processing of vendor contracts with respect to services related to eDLS services and needs. Works closely with eDLS Program Manager (SSMIII) to analyze the needs of the section and determine appropriate services to be obtained. Completes and reviews required forms prior to obtaining bids. Contact vendors for quotes, communicating the requirements, constraints, and timeline for services, soliciting bids when appropriate. Reviews and analyzes bids with respect to section needs, applying Department policy and state contract procedures in order to ensure compliance with established contracting laws; presents bids to management and makes recommendations for bid selection on behalf of the section. Manages payment of invoices and renewals and works with eDLS Program Manager (SSMIII) to close contracts.

Records and analyzes usage of vendor contracts; maintains database of vendors, services, open, and ongoing contracts in order to evaluate spending and contract comparison for productivity and effective use of resources. Provides updates to eDLS Program Manager (SSMIII) on status of contracts, encumbrances, and amendments.

**20%** Acts as point of contact between eDLS and vendors to address and resolve matters pertaining to contracts for services: analyzes issues and provides advice and recommendations. Works with management to determine appropriate resolution to contract disputes. Reviews and ensures invoices submitted by contractors are in compliance with contract terms and restrictions, and substantiates that a full description and itemization of services is documented. Compares itemized invoices with what has been previously authorized. Authorizes and submits final invoices to the Accounting office for payment.

**20%** Tracks, evaluates, and monitors the ongoing requirements associated with hardware and software procurement and IT licensing. Monitors and maintains the complex licensing agreements associated with eDLS software, such as Lexis/Nexis, Rimage, CaseMap, Concordance and Relativity. Ensures eDLS is within the contract limitations and works with software companies to maintain up-to-date licensing agreements prior to expiration. Works closely with eDLS Program Manager (SSMIII) on procurement issues, resolution, and fulfillment. Analyzes and evaluates usage and anticipates eDLS hardware needs. Provides updates to management on hardware and software maintenance invoices and budgets.

**10%** Through assessment and analysis, develops and implements plans to enhance efficiency of the contracting process for eDLS outside department resources. Works with eDLS Program Manager (SSMIII) to determine and evaluate effectiveness and suitability of vendor services to enhance and improve future contracting requirements.

**10%** The incumbent will provide backup assistance to AGPAs in the OPS Contracts and Purchasing Unit. Duties may include, but are not limited to, the developing, negotiating, and processing of procurement agreements associated with non-IT commodities; creating and modifying purchase orders; identifying appropriate purchasing methods and vendors; and assisting with the review and audit of Department procurement activities.

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

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Employee's Signature

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Date

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Supervisor's Signature

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Date