

# California State Auditor

## Duty Statement



<b>Classification:</b>	Contract Analyst - Associate Governmental Program Analyst
<b>Position Number:</b>	339-100-5393-900
<b>Division:</b>	Administration - Fiscal and Business Services
<b>Employee Name:</b>	
<b>CBID:</b>	E97
<b>Position Description/Duties:</b> Under the direction of the Business Services Manager in the Fiscal and Business Services unit of the California State Auditor's Office (Office), the Associate Governmental Program Analyst (AGPA) is responsible for handling complex solicitation work, which includes independently developing and preparing contract agreements and other solicitation documents, in collaboration with contract managers, office legal staff, and vendors.	
<b>Job Functions - Essential (E) / Marginal (M) Functions:</b>	
80% E	<b>Contracts</b> <ul style="list-style-type: none"> <li>Independently research, develop, and prepare contracts such as consultant services, legal services, and interagency agreements.</li> <li>Evaluate and recommend appropriate procurement methods and adhere to reporting requirements.</li> <li>Conduct market research and develop Request for Offers (RFO), Requests for Proposals (RFP), and other solicitation documents.</li> <li>Develop, prepare, and finalize all Standard Agreement, Interagency Agreement, and Amendment documents, including the relevant exhibits, attachments, and terms and conditions.</li> <li>Collaborate with Legal Services regarding applicable laws to ensure all contacts and agreements conform to State contracting laws, regulation, policies and procedures.</li> <li>Communicate effectively with Office management, executive staff, vendors and contractors.</li> <li>Maintain electronic and hardcopy procurement and contract files, ensuring completeness.</li> <li>Maintain the online contract database and prepare reports as required.</li> <li>Develop and provide training to staff/project managers on contract and procurement-related policies and procedures.</li> <li>Develop and perform administrative program analysis such as conducting business process analyses; presenting results of these analyses to management; identifying areas of needed improvement and making recommendations for improved processes.</li> </ul>
15% M	<b>Backup Facilities and Property Control</b> <ul style="list-style-type: none"> <li>In the absence of the Business Services Assistant or Staff Services Analyst, make critical program changes on office keycard system as required; troubleshoot problems for keycard users and maintain keycard inventories.</li> <li>In the absence of the Business Services Assistant or Staff Services Analyst, manage requests for parking as necessary.</li> </ul>
5%	<ul style="list-style-type: none"> <li>Other duties as required.</li> </ul>
<b>Supervision Received:</b>	Reports directly to and receives the majority of assignments from the Business Services Manager (Staff Services Manager I); however, direction and assignments may also come from the Fiscal and Business Services Manager (Staff Services Manager III).

<b>Supervision Exercised:</b>	None.
<b>Position Requirements:</b>	
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Work is performed in an office environment within a high-rise building.</li> <li>• Work requires sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.</li> <li>• Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.</li> </ul>