

State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Staff Services Analyst (SSA)

POSITION NUMBER:

800-543-5157-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

CFSD-Safety Prevention and Early Intervention Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Central Ops-Contracts Coordination Unit

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. *(Explain below)*

None

Other *(Explain below)*

Fingerprint Clearance (DOJ/FBI)

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

**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.

Total number of positions for which this position is responsible:

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Contracts Coordination Unit (CCU) is to provide administrative and financial oversight activities for CFSD Contracts

---

---

**CONCEPT OF POSITION:**

Under the supervision of the CCU SSM I, the SSA, Contract Analyst, will perform analytical assignments such as the evaluation and planning of contract needs. The Contract Analyst will work with CDSS Contracts and Financial Analysis Bureau to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work, Evaluation Criteria and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. Analysts at the SSA level are expected to provide above standard levels of customer service to fellow CDSS staff and outside sources. The SSA will attend training and apply that knowledge on the job. Complexity of work will increase with experience and time on the job.

**A. RESPONSIBILITIES OF POSITION:**

35% Meet and consult with Departmental managers and staff regarding contract development, issue resolution, regulations, policies and procedures on less complex contracts and agreements. Perform activities such as create and refine statements of work, budgets, and prepare various state required forms as necessary for the development and execution of contracts, Interagency Agreements (IAs) and Memorandum of Understandings (MOUs), including amendments for such documents. Prepare and submit the Requests for Contracts Services (GEN 704) to the CDSS Contracts and Financial Analysis Bureau. Serve as liaison and single point of contact for CFSD with the Contracts and Financial Analysis Bureau pertaining to contract issues or problems on less complex contracts and agreements. Coordinates panel review members as necessary during the contract review process. Participates on the panel review proposals from vendors, follows guidelines and rating criteria as defined by the CDSS Contracts Bureau

30%, Under Supervision, monitors the contracts for expenditures and verifies information on consultant invoices including verification of work completed, to ensure that services are performed according to quality, quantity, objectives, time frames, and manner specified in the contract; e.g., review progress reports and interim products. Review invoices to substantiate expenditures for work performed prior to approving them. Ensure that invoices contain the contract number, index and PCA numbers and are forwarded for payment in a timely manner. Ensure that there are sufficient funds to pay all services rendered as required by contract. Complete appropriate forms to move or otherwise make available all applicable funds including a change in the funding source specified in the contract, as directed. Identify low spending levels and consider partial disencumbrance and reassignment of funds. Verify that the Contractor has fulfilled all requirements of the contract before approving the final invoice.

25% Under Supervision performs quality review analysis of all contracts and agreements, ensuring appropriate departmental formatting and documentation protocols are met prior to submitting to Contracts and Financial Analysis Bureau for processing. Assist in the development Develop and maintain procedures and processes to be used by CFSD staff in the preparation of contract documentation in accordance with Departmental and State standards. Schedule and facilitate regular meetings with Contracts and Financial Analysis Bureau to monitor CFSD Contracts and resolve technical issues, escalating as necessary to CCU management.

5% Complete Contractor Evaluation form (STD 4) within 60 days of expiration of term and forward to the Contracts and Financial Analysis Bureau. Monitor use of Disabled Veteran Business Enterprises (DVBE) subcontractors to ensure attainment of approved contract participation goals

5%% Perform other special projects as requested by the SSM I, Bureau or Branch Chief.

---

---

B. SUPERVISION RECEIVED:

The Staff Services Analyst (SSA) is directly supervised by the Contract Coordination Unit Manager (SSM I) but may receive functional supervision and training from Associate Governmental Program Analysts in the Unit. It is expected that the SSA will be able to perform their routine duties with substantial independence within six months.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The SSA must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure. The Contracts Analyst is expected to be able to handle multiple tasks and priority assignments.

State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Associate Governmental Program Analyst

POSITION NUMBER:

543-5393-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

CFSD-Safety Prevention and Early Intervention Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Central Ops-Contracts Coordination Unit

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. *(Explain below)*

None

Other *(Explain below)*

Fingerprint Clearance (DOJ/FBI)

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

**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.

Total number of positions for which this position is responsible:

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Contracts Coordination Unit (CCU) is to provide administrative and financial oversight activities for CFSD Contracts

---

---

**CONCEPT OF POSITION:**

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA), Contract Analyst, performs the more complex assignments associated with the Children and Families Service Division (CFSD) contract needs. The Contract Analyst will work with CDSS Contracts and Financial Analysis Bureau to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work, Evaluation Criteria and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. The contract analyst will monitor contract expenditures and ensure performance is met before invoice processing.

**A. RESPONSIBILITIES OF POSITION:**

40% As a lead contract coordinator for the most complex contracts for the Division, evaluate contract requests and provide consultative services and recommendations to program staff regarding the planning, budgeting, and procurement activities to execute the contract. Meet and consult with Division managers and staff regarding contract development, issue resolution, regulations, policies and procedures. Create and refine statements of work based on thorough analysis of business need and expectations. Analyze budget needs and funding sources, and complete various forms as necessary for the development and execution of contracts, Interagency Agreements (IAs) and Memorandum of Understandings (MOUs), including amendments for such documents. Prepare and submit the Requests for Contracts Services (GEN 704) to the CDSS Contracts and Financial Analysis Bureau. Serve as liaison and single point of contact for CFSD with the Contracts and Financial Analysis Bureau pertaining to issues or problems associated with complex contracts. Provide scope of work information clearly describing the program needs and expectations, duration of workload, potential bidder qualification requirements, and budget amounts in order to develop Invitations for Bids (IFB), Request for Offers (RFO), and Request for Proposals (RFP) for services that may be complex and require extensive clarification and structure prior to the administration of the bid and contract award process. Coordinates panel review members as necessary during the contract review process. Participates on the panel review proposals from vendors, follows guidelines and rating criteria as defined by the CDSS Contracts Bureau

30% Monitor and track the most complex contracts for expenditures and verifies information on consultant invoices including verification of work completed, to ensure that services are performed according to quality, quantity, objectives, time frames, and manner specified in the contract; e.g., review progress reports and interim products. Review invoices to substantiate expenditures for work performed prior to approving them. Ensure that invoices contain the contract number, index and PCA numbers and are forwarded for payment in a timely manner. Ensure that there are sufficient funds to pay all services rendered as required by contract. Complete appropriate forms to move or otherwise make available all applicable funds including a change in the funding source specified in the contract. Identify low spending levels and consider partial disencumbrance and reassignment of funds. Verify that the Contractor has fulfilled all requirements of the contract before approving the final invoice.

20% Analyze and monitor CFSD Contract expenditures and resolve any related contract issues. Develop and maintain a database tracking system to monitor CFSD contracts and agreements. Coordinate with the CFSD Budget Support AGPA to track Division Consultant and Professional Service Expenditures. Prepares statistical reports and contract expenditure reports for management monthly.

5% Complete Contractor Evaluation form (STD 4) within 60 days of expiration of term and forward to the Contracts and Financial Analysis Bureau. Monitor use of Disabled Veteran Business Enterprises (DVBE) subcontractors to ensure attainment of approved contract participation goals

5% Perform other special projects as requested by the SSM I, Bureau or Branch Chief.

---

---

B. SUPERVISION RECEIVED:

The Associate Governmental Program Analyst (AGPA) works independently and receives general supervision and direction from the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The AGPA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The AGPA must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure, and work with minimum direction individually and in a team setting. The AGPA is expected to work independently with minimal supervision, produce completed staff work and provide the CDSS management team with solutions to complex contract issues.