DUTY STATEMENT

<table>
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<th>Employee Name:</th>
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| Classification: | Position Number: |
| Associate Governmental Program Analyst | 580-130-5393-742 |

| Working Title: | Work Location: |
| Contracts Analyst | 1616 Capitol Avenue Sacramento, CA 95814 |

| Collective Bargaining Unit: | Tenure/Time Base: |
| R01 | Permanent/Full-time |

| Center/Office/Division: | Branch/Section/Unit: |
| Administration | Program Support Branch/ Purchasing, Solicitations and Processing Services Section/ Centralized Contract Services Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](https://example.com).

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by independently performing the more responsible, varied and complex technical analysis and coordination for the development of the more complex solicitation contracts and purchase orders and utilizing the Financial Information System for California (FI$Cal).

The incumbent works under the direction of the Staff Services Manager I (SSM I), of the Centralized Contract Services Unit (CCSU).

Special Requirements

- [x] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting
- [ ] Clearance Medical Clearance
- [ ] Travel:
Essential Functions (including percentage of time)

35% Provide analytical and technical assistance to program staff on solicitation documents to ensure appropriate process is used, e.g. Non-Competitive Bid (NCB), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Offer (RFO), and Request for Quote (RFQ). Coordinates and assist in the development and preparation of solicitation packages including posting within the Department of General Services (DGS) CalEProcure System. Process purchase requisition/purchase orders utilizing the Financial Information System of California (FI$Cal) module. Assist in the development and distribute of instructional guides to provide information and assistance to program staff for developing procurement documents for both Non-Information Technology (Non-IT) and Information Technology (IT) acquisitions. Provide informational tools, resources, and guidance to ensure utilization and compliance with Small Business Enterprise/Disabled Veteran Business Enterprise (DVBE) program requirements. Independently provide technical guidance and consultative assistance to multiple CDPH Programs. Perform research and analysis to gain a basic understanding of the goals and programmatic solicitation/procurement needs of the assigned CDPH Programs.

Attend meetings with departmental staff to provide guidance on State acquisition policies and procedures; technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Independently study and analyze drafts, and finalize new, renewal, and amendment contracts/purchase orders packages prepared by CDPH program staff and develop timely findings and written recommendations for altering and improving packages to secure Departmental and control agency approval. Develops options and takes action to correct the receipt of unsatisfactory specifications submitted by program staff. Reviews documents (preliminary solicitations, purchase requisitions, required forms and correspondences) for correctness, errors, and form consistency; organizes and maintains procurement files.

Create draft solicitations and agreements and update and update the CDPH Contracts and Procurement System (CAPS) tracking log on status. As needed, assist program staff in the development, completion or correction of contract forms and exhibits and respond to draft and final contract status inquiries.

35% Provide technical advice and consultative services to Programs on complex topics including but not limited to: Use of solicitation and contract models, fillable forms, and usage requirements. Scope of work development, requirements, and format options. Budget content, format, and scoring/calculation requirements; advance payment, prospective payment, and cost reimbursement requirements. Optional contract exhibit use. Contract language options and usage applicability. Benefits of Public Contract Code (PCC) exemptions. Requirements for submitting competitive bid award documentation; including use of DVBE firms. Act a liaison with CDPH's assigned Department of General Services (DGS) attorney to coordinate corrections and/or approval of CDPH contracts transmitted to DGS for approval. Sign and certify the accuracy of the content of Agreement Summaries (STD 215s).

Independently research, analyze, interpret, and communicate complex contract related laws, regulations, policies and procedures appearing in various resources including the Public Contract Code (PCC).
Code (PCC), State Contracting Manual (SCM), applicable control agency websites, State Administrative Manual (SAM) management memos, CDPH Administration Division Information Memos, CCSU contract and solicitation models, CDPH Intranet web pages, CMU bulletins, Health Administrative Manual, California Code of Regulations, and CDPH program statutes. Research, review, and apply current Departmental contract approval requirements.

15% Troubleshoot complex problem contracts/purchase orders returned unapproved by DGS and coordinate needed corrections with program staff. Prepare rebuttals and responses to DGS contract/purchase orders return notices; conduct necessary research to follow-up on contracts/purchase orders that become stalled in the development or approval process; coordinate and attend meetings with program staff as needed to discuss contract policies, requirements, or procedures; provide hands-on contract/FI$Cal purchase order training to new staff.

10% Develop outgoing correspondence or edits and revises correspondence prepared by program staff. Provide direct support and backup assistance to other CCSU analyst. Cooperate with Federal, State, and Departmental auditing staff; collect or develop data to provide input and make recommendations to revise or develop contract policies and procedures; prepare the more complex Bill analyses related to contract functions; prepare Ad Hoc and/or mandated contract reports; and participate in group contract reviews, or contract training presentations.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as assigned. May be assigned to act in lead capacity in the SSM I’s absence.

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.

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.)

Supervisor’s Name: Date  Employee’s Name: Date
Supervisor’s Signature Date  Employee’s Signature Date

HRD Use Only: Approved By: Skip Thomas Date 6/22/2022
DUTY STATEMENT

Employee Name:

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Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by providing technical analysis and direction for the development of the less complex solicitations, contracts and purchase orders utilizing the Financial Information System for California (FI$Cal).

The incumbent works under the supervision of the Staff Services Manager I (SSMI) of the Centralized Contract Services Unit (CCSU).

Special Requirements

- [x] Conflict of Interest (COI)
- [] Background Check and/or Fingerprinting Clearance
- [] Medical Clearance
- [] Travel:
- [] Bilingual: Pass a State written and/or verbal proficiency exam in
- [] License/Certification:
Essential Functions (including percentage of time)

35% Under supervision provide analytical and technical assistance to program staff on solicitation documents to ensure appropriate process is used, e.g. Invitation for Bid (IFB), Request for Offer (RFO) and Request for Quote (RFQ). Coordinates and assist in the development of solicitation packages including posting within the Department of General Services, CalEProcure System. Process purchase requisition/ purchase orders utilizing the Financial Information System of California (FI$Cal) module. Assist in the development and distribute of instructional guides to provide information and assistance to program staff for developing solicitation documents for both Non-Information Technology (Non-IT) and Information Technology (IT) acquisitions. Provide informational tools, resources, and guidance to ensure utilization and compliance with Small Business Enterprise/ Disabled Veteran Business Enterprise (DVBE) program requirements. Under supervision, provide technical guidance and consultative assistance to multiple CDPH Programs. Perform research and analysis to gain a basic understanding of the goals and programmatic solicitation/procurement needs of the assigned CDPH Programs.

Attend meetings with departmental staff to provide guidance on State acquisition policies and procedures; technical advice and consultative services regarding subjects such as solicitation development, procurement types/ methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements and required justifications. Study and analyze drafts, and finalize new, renewal, and amendment contracts/ purchase orders packages prepared by CDPH program staff and develop timely findings and written recommendations for altering and improving packages to secure Departmental and control agency approval. Make recommendations and takes action to correct the receipt of unsatisfactory specifications submitted by program staff. Reviews documents (preliminary solicitations, purchase requisitions, required forms and correspondences) for correctness, errors, and form consistency; organizes and maintains procurement files.

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15% Troubleshoot contracts/purchase order issues/ errors returned unapproved by DGS and coordinate needed corrections with program staff. Prepare rebuttals and responses to DGS contract/purchase orders return notices; conduct necessary research to follow-up on contracts/purchase orders that become stalled in the development or approval process; coordinate and attend meetings with program staff as needed to discuss contract policies, requirements, or procedures; provide hands-on contract/ FI$Cal purchase order training to new staff.

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Supervisor’s Name:  Date  Employee’s Name:  Date

Supervisor’s Signature  Date  Employee’s Signature  Date

HRD Use Only:  Approved By: Skip Thomas  Date  6/22/2022