DUTY STATEMENT

Employee Name: Vacant

Classification: Staff Services Analyst  Position Number: 580-640-5157-703

Working Title: Procurement and Contract Analyst  Work Location: 850 Marina Bay Parkway, G365 Richmond, CA 94804

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

Center/Office/Division: Center for Environmental Health/ Division of Food and Drug Safety  Branch/Section/Unit: Food and Drug Laboratory Branch

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 Resources Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risk.

The Staff Services Analyst (SSA) is responsible for assisting with the statewide uniformity and conformity of fiscal and other administrative activities for the Food and Drug Laboratory Branch (FDLB). This includes preparing, reviewing, and monitoring reports; preparing contracts and proposals; assisting with analyzing and interpreting state laws and regulations; and, performing other related duties.

The SSA classification is distinguished from the Associate Governmental Program Analyst (AGPA) classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected
to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Research Scientist Manager (Chemical Sciences), Branch Chief of the FDLB.

**Special Requirements**

- ☑ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☑ Travel: Up to 5% travel may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

40% Assists in the preparation of the federal and state contracts and purchasing for the FDLB. Assists in the development of contract language, preparation of Requests for Proposals, and Invitation for Bids. Prepares documents necessary for full execution of contract and purchase orders including original contract (STD 216), all documentation for purchasing and any amendments, and all required contract and purchasing transmittal documents. Assists in the interpretation of contract and purchase budget language, monitors contractor for compliance, and resolves contract or purchasing disputes. Prepares invoicing to assure contract and purchase order payment agreement is adhered to. Monitors FDLB contracts and purchase orders for compliance and consistency with the State Contracting Manual, applicable state laws and regulations. Assists in the preparation of service orders for FDLB according to the Department’s procedures. Collects, analyzes, interprets, and reports information to FDLB management appropriate to the development of contract and purchasing policies and procedures. Assists with Out of State (OST) travel blanket requests and all aspects of travel for both in state and out of state, including assistance with set up and scheduling. Serves as the Training and Fleet Coordinator.

30% Assists with fiscal responsibilities for FDLB, including monitoring of monthly expenditures for federal grants. Ensures that programs stay within budget authority; notifies Branch Chief and/or the AGPA of any errors in Financial Information System for California (FI$CAL), and project expenditures. Assists in the development, implementation, and evaluation of branch-wide fiscal activities. Assists in recommendation of FDLB fiscal priorities and budgetary requirements, analysis of branch-wide expenditures and revenue reviews, and their impact on FDLB. Assists in the reconciliation of FDLB budget and expenditures/revenue data with the Department’s monthly FI$CAL reports and analysis of data to identify current and potential problems, reviews budget, assists in the development of alternatives, and recommends appropriate action to the Research Scientist Supervisor II of Chemistry and Microbiology Sections and the Research Scientist Supervisor I of Abused Substance Analysis Section (ASAS), assuring FDLB is within its budget allocation. Works with accounting to resolve any discrepancies between the Branch’s expenditure and revenue data and FI$CAL expenditure and revenue data.
20% Assists with Budget Change Concepts, Budget Change Proposals, Finance Letters, and Bill analyses for FDLB. Assists in the preparation of internal budget reports and other reports delineating Branch-wide expenditures, budget plans and allotments, fee collections, equipment purchases, and contract, grant funding and expenditures. Assists in the coordination and review all fiscal documents for consistency and conformance with applicable laws, rules, and procedures.

**Marginal Functions (including percentage of time)**

5% Provide back-up to the mail receipt and sending, facility operations, equipment inventory, vehicle records and filing.

5% Perform other work-related duties as assigned.

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: Bahman Moezzi, Ph.D. | Date 06/06/2022 | Employee’s Name: | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

**HRD Use Only:**

Skip Thomas

Date 6/21/2022