



Classification: Associate Governmental Program Analyst  
Position Number: 880-600-5393-829

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 24-600-137	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-600-5393-829
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Contract Support Analyst	<b>Effective Date:</b> May 2025
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services, Business Operations Branch		<b>Section/Unit:</b> Contracts Services Section, Contract Support Unit
<b>Supervisor's Name:</b> Maria Subhani		<b>Supervisor's Classification:</b> Staff Services Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Kathleen Hill	<b>Date:</b> May 2025

<b>General Statement</b>
Under the direction of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
This position performs highly complex technical and analytical work relating to the review, preparation, and development of comprehensive contract and solicitation documents for Division/Region/Office (DRO)s and interacts with all levels of management on contract related issues, and is responsible for quantity, quality, timeliness, accuracy, and completeness of work. This incumbent will establish good working relationship with coworkers, DRO staff and management; maintain regular, consistent, predictable attendance; exercise good judgment; maintain high ethical standards and provide high quality and professional customer service. Daily proficient utilization of office equipment and Microsoft Office Suite is required.
<b>Essential Functions (Including percentage of time):</b>



Classification: Associate Governmental Program Analyst  
Position Number: 880-600-5393-829

30%	Independently review and analyze Contract Request Packages (CRP) submitted by assigned DROs and prepare all contract documents for approval. This includes detailed analysis of complex contract packages containing scope of work, contract budget detail, terms and conditions, and competitive bid documentation to ensure program objectives can be met and the interests of the State are protected. During contract development, work cooperatively with and advise customers on appropriate interpretation of contracting requirements and all aspects of the contract process. Using Division of Administrative Services' (DAS) contracting model, take the lead in assisting DROs' staff and management with developing contract information/detail. Ensure contracts are in compliance with the State Contracting Manual (SCM), State Administrative Manual (SAM), Public Contracting Codes, Government Codes, California Code of Regulations, State policy, State Water Resources Control Board (Water Board) policy, and any applicable laws. Confer with DAS management to assemble or prepare final contracts documents by including correct attachments, terms and conditions, and other required documents that include, but are not limited to: Consulting, Interagency Agreements, Receivables, Public and Private Entities, Colleges and University Agreements, Non-Competitive Bid (NCB) Agreements and amendments. Interpret and apply existing and new laws, directives, and control agency policies by being aware of their existence and by utilizing them during the contract review process.
25%	Perform and provide high quality and professional customer service by advising DROs' staff and management on various types and variety of contracting methods available and appropriate method to be used for specific types of services needed. Conduct and participate in regular monthly or quarterly meetings with DRO staff and management in person or via conference call to provide updates on changes in contracting procedures, forms, laws, rules, and requirements. Through research and analysis, develop solutions to problems involving contract provisions to ensure that the Water Board's objectives can be met, and the interests of the State are protected. Provide consultation to Water Board staff involved in preparing and managing contracts to educate them on topics such as invoicing as it relates to deliverables, bid solicitation and preparation; accurately assembling a CRP; contracting process; contract management responsibilities and any other specialized training that may be required to assist the Water Board staff in accurately preparing contract documents.
15%	Conduct moderately complex special projects or assignments related to contracting process improvements or the revisions or development of new forms or contracting tools. Monitor State contracting related bills for changes to laws affecting the Water Board contracts program by accessing various websites to ensure the changes are in effect. Coordinate the maintenance and continuous improvement of the Contracts Unit intranet site and Workload tracking spreadsheet by contributing ideas, updating and providing new materials/samples, as appropriate and review and provide input on new developments and enhancements.



Classification: Associate Governmental Program Analyst  
Position Number: 880-600-5393-829

15%	Develop and participate in the delivery of ongoing training classes for Water Board staff involved in preparing and managing contracts. Educate staff on invoicing as it relates to deliverables, bid solicitation and preparation; accurately assembling Contract Request Form (CRF); contracting process; contract management responsibilities; and any other specialized training that may be required. Provide virtual or in person training on an ongoing basis to staff to ensure they have the necessary knowledge and tools to complete their requests completely and correctly. Deliver training in a classroom style to up to sixty (60) participants over the course of two (2) days in the areas of Scope of Work development, Budget Detail development, Contract Request Process, and Contract Management among other topics. Facilitate and deliver refresher training using virtual online or in-person 2-day course interactive approaches. Assist with web-based training development for certification renewals. Update and maintain all material related to training, virtual or in-person two-day course, refresher training, and web-based training as needed and on a regular schedule.
10%	Prepare solicitation documents, including Request for Offer, Request for Proposal Secondary and/or Primary, Invitation for Bids, and Request for Qualifications/Quotes packages, as well as Small Business Option or Disabled Veteran Business Enterprise solicitation packages. Provide advice and direction to customers on appropriate modifications to the solicitation, input information required for advertising in the State's procurement system and analyze selection committee ratings to ensure accurate evaluation of submittals. Participate as a panel member when required. Enter project status into the Contracts Workload Tracking System. Customize contracts to the unique requirements of specialized program needs and a wide variety of funding sources and contract agencies, often requiring extensive negotiations between two or more parties and ensure the fiscal integrity of contracts.

**Marginal Functions (Including percentage of time):**

5%	Perform other duties as required.
----	-----------------------------------

**Typical Physical Conditions/Demands:**

The job requires extensive use of a work-issued laptop and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18<sup>th</sup> floor of a high-rise office building in downtown Sacramento, in an enclosed non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy, this position is currently eligible for telework.



Classification: Associate Governmental Program Analyst  
Position Number: 880-600-5393-829

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Maria Subhani		
Employee Name	Employee Signature	Date