

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (Procurement and Contract Analyst)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under direction, performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and, continually provide consultative services to management or others.

- 50 % Ensures appropriateness of funding strip, vendor information via Fi\$Cal, budget management's approval and procurement approach on purchase documents and amendments for the hospital. Verifies Small Business (SB)/Micro Business (MB)/Disabled Veteran Business Enterprise (DVBE) eligibility and California Seller's Permit requirements as mandated in Senate Bill 1009 via the California Board of Equalization's database. Inputs bid opportunities in the State Contracts Procurement Registration System (SCPRS). Performs Procurement Checklist for each purchase order executed by DSH-Napa. Researches and locates SB/MB/DVBE bid opportunities for hospital-wide purchasing. Meets with new vendors for possible bid opportunities and adheres to all policies, procedures, Administrative Directives, State Contracting Manual, Executive Orders and other regulatory agencies policies and procedures regarding SB/MB/DVBE. Develops formal Invitation for Bids (IFB) and Request for Proposals (RFP); and, executes the bid process in accordance with State contracting law, regulations, rules, and policies for all contracts. Prepares DSH1166 Service Orders. Reviewing and assisting with completion of DSH1152 Contract Request Forms.

- 15 % Interfaces with Department/Program Managers and negotiates with the contractor/vendor to develop applicable and pertinent scope of work and payment provisions. Advises staff regarding contract and service order process, policy, laws, and timeframes.

- 15 % Reviews, audits, and analyzes all bid packages and contractor bid proposals for compliance and determines contract award. Determines

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level of contract approval (i.e., agency, headquarters, or Department of General Services); and, proceeds and attains appropriate contract approvals. Reviews all agreements for a form consistent with the goals and objectives of the request and compliance with state laws, regulations, rules, and policies.

- 10 % Instructs and provides training to staff to ensure compliance with State laws, rules, and mandates. Updates hospital staff regarding changes to ensure that the hospital remains in compliance with the laws and requirements set for or by the state.
- 5 % Prepares procurement reports on SB/DVBE participation, off-ramp vendors, State Organization and Agency Recycling Database (SOARD)/State Agency Reporting Center (SARC) recycling, and Non-Competitively Bid (NCB) and Special Category NCB purchases.
- 5 % Maintains tracking system as to the progress of each contract and purchase order.

% **SITE SPECIFIC DUTIES**
NONE

% **TECHNICAL PROFICIENCY**
NONE

2. SUPERVISION RECEIVED

The Associate Governmental Program Analyst functions under the direction of the Staff Services Manager I (Supervisor).

3. SUPERVISION EXERCISED

The Associate Governmental Program Analyst (Procurement and Contracts) acts as a lead to other classifications assigned to the contract process.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

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ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader, and appear before legislative and other committees.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

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The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature



Print Name

Christine Waterhouse

Date

7-1-25

Supervisor Signature



Print Name

Ted Urot

Date

7/1/25

Reviewing Supervisor
Signature

Print Name

Date