

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Contract Analyst</u>	
		Division and/or Subdivision <u>Fiscal Services / Business Services Office (BSO)</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>West Sacramento</u>	
		Class Title of Position <u>Associate Governmental Program Analyst (AGPA)</u>	
		Position Number <u>541-028-5393-XXX</u>	
		Effective Date <u>July 2025</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p> This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with internal and external customers, control agencies, management, employees, etc.; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment related to acquisitions; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The analyst must be able to work independently as well as cooperatively with others; must be able to maintain a high degree of initiative, establish workload priorities, and work under pressure. </p> <p> Job Summary: Under the direction of a Staff Services Manager I, the incumbent will be a part of a team that is responsible for maintaining the effective administration and processing of all CAL FIRE contracts under the purview of the Business Services Office (BSO). The incumbent is responsible for journey-level contract processing for assigned departmental programs and regions. Duties include but are not limited to: </p> <p> Contracting Functions: <ul style="list-style-type: none"> *Develop, review, analyze, write, amend, and process more complex service contracts for the department utilizing State competitive bid processes. *Analyze and provide final departmental review of contracts requiring control agency approval. *Ensure assigned contract coordination responsibilities and activities conform to contracting laws, rules, policies, and regulations such as; State Contracting Manual (SCM), State Administrative Manual (SAM), Government Codes (GC), Public Contract Codes (PCC). *Act as lead to provide expertise and consultation to team members and to stakeholders related to contracting policies and procedures. *Coordinate and communicate with BSO Management, CAL FIRE Units, Programs, Regions, and the Department of General Services (DGS)/Office of Legal Services and Office of Risk and Insurance Management to resolve complex contract issues. *Research and develop issue papers on complex program issues with recommendations to management. *Work as lead and/or with other team members to ensure departmental compliance with terms and conditions of DGS. </p> <p> *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. </p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

35%

Contracting Functions Continued:

- *Independently research and interpret Federal and State contracting laws, rules, and regulations.
- *Consult with BSO managers and staff regarding BSO policy and procedure.
- *Assist BSO Management in monitoring and implementing the more complex changes to policy, procedures, etc.
- *Provide expertise and consultation to departmental staff related to State contract policies and procedures.
- *Using various resources, such as but not limited to SCM, SAM, GC, PCC, research and respond to queries from departmental staff on all aspects of appropriate contracting methods and procedures.
- *Consult, report, and advise Management on sensitive issues related to departmental liability and risk.

Related Functions:

- *Research and develop issue papers on complex program issues with recommendations to management.
- *Provide input or guidance to develop and revise resources (as necessary), including but not limited to the 2500 Contracts Handbook.
- *Perform specific research and/or prepare special reports as requested.
- *May participate in task groups, stakeholder groups and other departmental committees.
- *May act as team lead on assigned projects.
- *Manage BSO Contract mailbox including contract intake.
- *Maintain and coordinate the Contracts Analyst Tracking System (CATS).

15%

Financial Information System for California (FI\$Cal) Functions:

- *Prepare and process documents related to FI\$Cal.
- *Assist staff with a variety of FI\$Cal functions, including but not limited to, creating Shells/Purchase Orders (POs), dispatching POs, adding and updating vendors, updating amendments and funding changes, and disencumbering.

5%

*Other job-related duties as assigned.

Desirable Qualifications

- Excellent customer service skills
- Highly organized with a strong ability to handle competing deadlines
- Excellent verbal and written communication skills
- Bachelor's Degree in related field

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date