



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 24-299	Classification Title: Associate Governmental Program Analyst	Position Number: 835-171-5393-703
Incumbent Name:	Working Title: Contract Analyst	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: AFITS/Business Services	Section/Unit: Contracts	Reporting Location: Sacramento
Supervisor's Name: Brittany Gonzales	Supervisor's Classification: SSMI	CBID: R01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.



Position Description

Under the direction of the Staff Services Manager I (SSM I), the incumbent is responsible for the most difficult and complex technical and analytical work related to and necessary for the procurement of Non-IT Services contracts as described below. The incumbent is expected to exhibit professional business writing skills, professional analytical skills, and work cooperatively with peers, managers, and experienced staff to meet the needs of the Contracts Unit and the Department.

Essential Functions (Including percentage of time):

- 40% Works closely with the Department of General Services' (DGS) Procurement Division and the Office of Legal Services (OLS), the Financial Information System for California (Fi\$Cal), other State Agencies and the department by: ensuring compliance with state contracting statute, laws, regulations, policies, and procedures; assisting with the development of contract concepts and scopes of work; researching contract information and making recommendations to management; conducting appropriate solicitations; preparing, processing, and finalizing contracts; resolving contracting issues, reviewing contract documents for accuracy; maintaining contract tracking tools, checklists, spreadsheets, databases, and files; compiling, preparing, and submitting required documents and reports; and attending meetings and required training.
- 35% Works closely with department program, management, legal, and administrative staff by: providing subject matter expertise and assistance; advising on contract policies and procedures; assisting with contract analytical support and interpretation of data; responding to the resolution of issues; facilitating group training and other instructional opportunities; preparing presentations on contract data and information; maintaining contract manager resources; and representing the department's contracts area as needed.
- 10% Works closely with cross-functional teams within the California Environmental Protection Agency, other state agencies, and the department by: collaborating on the gathering of data and preparation of documents regarding contracting activities; responding to audit requests; developing and updating program reports, forms, and instructions; editing operational manuals; improving business processes and practices; assist with ongoing Fi\$Cal updates as it pertains to procurement of Non-IT Services; coordinating logistical arrangements for meetings pertaining to solicitations; compiling, preparing, and submitting required documents and reports; and attending meetings and required training.
- 10% Serve as CalRecycle's Small Business and Disabled Veteran Business Enterprise (SB/DVBE) Advocate. Assist with the preparation of various annual reports to the Governor's Office, legislature, and control agencies as required and other various reports and written correspondence when necessary. Attend SB/DVBE Advocate meetings, outreach events, meetings with the Governor's SB advocate, and participate on SB/DVBE committees

Marginal Functions (Including percentage of time):

- 5% Conduct special projects or assignments related to contracting process improvements or the revision or development of new forms or contracting tools. Attend State Contracting Advisory Network (SCAN) meetings and Procurement Forums as they pertain to contracts.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at 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 19th 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.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation: Designated under Conflict of Interest Code



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

Brittany Gonzales

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date