

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES
OPERATIONS UNIT**

NAME:

POSITION: 420-057-5393-xxx

JOB TITLE: Associate Governmental Program Analyst (AGPA)

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I in the Office of Human Resources (OHR), Operations Unit, the AGPA performs the full range of the more complex and varied analytical duties including, but not limited to, independently completing fiscal analysis, tracking and monitoring OHR budget information, and providing support for contracts and interagency agreements. The AGPA will also be responsible for participating in budget planning activities, coordinating asset management, and providing recommendations on Operations actions. Additionally, the AGPA will be an authorized purchaser in possession of a CAL-Card, with all transactions completed in agreeance with spending restrictions, purchasing logging procedures, and usage policies. The AGPA will be expected to ensure Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None. May act as a lead on team projects.

TYPICAL PHYSICAL DEMANDS: Sits, types, rotates, and works at a computer workstation to prepare and complete assignments.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building. Some travel may be required.

ESSENTIAL FUNCTIONS:

30% Facilitates the contract process in its entirety, including gathering and organizing contractual information, developing and preparing contracts, and verifying compliance with department rules and regulations. Independently processes Invitations for Bid, Requests for Proposal, certified small business informal price estimates, exemption request packages, contract amendments, and contract renewals. Consults and collaborates with the SSM I and program stakeholders to analyze and pinpoint contract needs, identify problems/flaws, and recommend and implement solutions. Serves as the point of contact for contractors, departmental programs, and other agencies to identify and resolve contract issues and/or disputes. Prepares invoice disputes regarding non-timely payment issues. Reviews contracts and invoices and ensures compliance with the contract's terms,

Operations Unit –
AGPA

resolving discrepancies as needed. Works closely with OHR staff to complete both periodic and fiscal year-end auditing and closing of contracts. Prepares and creates contract reports as requested by management and provides recommendations to the OHR Director and managers regarding fiscal projections and statuses of the support contracts for OHR. Negotiates contracts for OHR as needed, following the guidelines of the OHR budget and providing recommendations to the SSM I. Establishes, monitors, and tracks OHR-related interagency agreements (for example, the Federal Work Study Program), billing, and communication.

- 20%** Independently prepares and reviews monthly budget reports for management, which include expenditures, revenues, projections, and discrepancies. Researches and tracks budget trend information, vacancy and expenditure projections, and other projects in OHR. Coordinates with departmental managers to prepare OHR's bi-annual spending plans and participates in the fiscal monitoring budget exercises every spring and fall. Advises upper management on budget projections and provides alternatives and recommendations on meeting OHR goals and objectives within allocated resources.
- 20%** Researches the most efficient and cost-effective solutions to purchase supplies and equipment for OHR, including both non-information technology and information technology related items. Collaborates with the Technical Assistance Center to identify software solutions based on end user needs. Completes bids, purchasing, and tracking of division technology and communicates with vendors as needed. Procures miscellaneous office equipment and items for programs within OHR.
- 20%** Researches, analyzes, develops, and delivers new contract processes, in compliance with the Public Contracts Code, State Administrative Manual, and State Contracting Manual. Makes recommendations and proposals for OHR's best practices and procedures related to contracts, interagency agreements, and budgeting.
- 10%** Works with the Department of Justice's budget staff on various issues affecting the OHR budget, including funding projections and sources. Assists management with special projects related to contract management, interagency agreements, fiscal monitoring, asset management, personnel procedures, technology, and/or facilities.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 11.2025

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES
OPERATIONS UNIT**

NAME: Vacant

POSITION: 420-057-5157-xxx

JOB TITLE: Staff Services Analyst (SSA)

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager (SSM) I in the Office of Human Resources (OHR), Operations Unit, the SSA performs analytical duties including, but not limited to, completing fiscal analysis, tracking and monitoring OHR budget information, and providing support for contracts and interagency agreements. The SSA will also be responsible for participating in budget planning activities, coordinating asset management, and providing recommendations on Operations actions. Additionally, the SSA will be an authorized purchaser in possession of a CAL-Card, with all transactions completed in agreeance with spending restrictions, purchasing logging procedures, and usage policies. The SSA will be expected to ensure Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sits, types, rotates, and works at a computer workstation to prepare and complete assignments.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building. Some travel may be required.

ESSENTIAL FUNCTIONS:

30% Under guidance of the SSM I (Supervisor), facilitates the contract process in its entirety, including gathering and organizing contractual information, developing and preparing contracts, and verifying compliance with department rules and regulations. Independently processes Invitations for Bid, Requests for Proposal, certified small business informal price estimates, exemption request packages, contract amendments, and contract renewals. Consults with the SSM I and program stakeholders to analyze and pinpoint contract needs, identify problems/flaws, and recommend and implement solutions. Serves as the point of contact for contractors, departmental programs, and other agencies to identify and resolve contract issues and/or disputes. Prepares invoice disputes regarding non-timely payment issues. Reviews contracts and invoices and ensures compliance with the contract's terms,

SSA

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resolving discrepancies as needed. Works closely with OHR staff to complete both periodic and fiscal year-end auditing and closing of contracts. Prepares and creates contract reports as requested by management and provides recommendations to the OHR Director and managers regarding fiscal projections and statuses of the support contracts for OHR. With guidance from the SSM I, negotiates contracts for OHR as needed, following the guidelines of the OHR budget and providing recommendations to the SSM I. Establishes, monitors, and tracks OHR-related interagency agreements (for example, the Federal Work Study Program), billing, and communication.

- 20%** Prepares and reviews monthly budget reports for management, which include expenditures, revenues, projections, and discrepancies. Researches and tracks budget trend information, vacancy and expenditure projections, and other projects in OHR. Coordinates with departmental managers to prepare OHR's bi-annual spending plans and participates in the fiscal monitoring budget exercises every spring and fall, consulting with the SSM I as needed. Advises upper management on budget projections and provides alternatives and recommendations on meeting OHR goals and objectives within allocated resources.
- 20%** Researches the most efficient and cost-effective solutions to purchase supplies and equipment for OHR, including both non-information technology and information technology related items. Collaborates with the Technical Assistance Center to identify software solutions based on end user needs. Assists with the completion of bids, purchasing, and tracking of division technology and communicates with vendors as needed. Procures miscellaneous office equipment and items for programs within OHR.
- 20%** Researches, analyzes, develops, and delivers new contract processes, in compliance with the Public Contracts Code, State Administrative Manual, and State Contracting Manual. Makes recommendations and proposals for OHR's best practices and procedures related to contracts, interagency agreements, and budgeting.
- 10%** Works with the Department of Justice's budget staff on various issues affecting the OHR budget, including funding projections and sources. With oversight from the SSM I, assists management with special projects related to contract management, interagency agreements, fiscal monitoring, asset management, personnel procedures, technology, and/or facilities.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but

SSA

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will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 11/2025