

California State Auditor

Duty Statement



Classification:	Contract and Procurement Analyst - STAFF SERVICES MANAGER I (SPECIALIST)
Position Number:	339-100-4800-900
Division:	Administrative Division/Business Services
Employee Name:	Vacant
CBID:	S01
Designated Conflict of Interest Position: Yes ☐ No ☒	
Position Description/Duties: Under the general direction of the Business Services Manager, the Contract and Procurement Analyst performs high-level complex analytical work in support of the office's contracts and procurement process, and special projects. The Contract and Procurement Analyst works independently and uses good judgment to produce accurate, high quality work products; manages multiple tasks and priorities; establishes and maintains effective working relationships; and demonstrates excellent communication skills. Duties include, but are not limited to:	
Job Functions - Essential (E) / Marginal (M) Functions:	
60% E	Solicitations and Contracts - Researches, analyzes and recommends appropriate procurement methods for goods and services in support of office goals; ensures that procurements comply with applicable laws, rules, policies and procedures, provides alternatives and recommendations for the resolution of contract issues. - Processes the most complex procurement requests; establishes and maintains contract files; reviews required documents and/or provides assistance in the creation of related documents such as timelines, various State contract forms, and screening criteria; identifies any special procurement needs and potential vendor pools, utilizes the California Department of General Services (DGS) online system to identify small business and DVBE vendors, leveraged procurement agreements.. - Prepares standard contracts, amendment documents, Request for Proposals, Request for Offers, Request for Quotations, Interagency Agreements, Memorandums of Understanding , Non Competitive Bid agreements, and other forms of solicitation. - Processes, assembles, and routes all procurement and contract documents to Project Managers, Legal Services, and Executive Office management for review and approval; reviews and/or assists with proposal screening ratings, prepares packets, participates on vendor selection panels, ensures selected vendor meets eligibility requirements; verifies with control agencies that there are no negative evaluations or conflicts of interest; incorporates background information into requests for review and approval; participates in contract negotiations; and obtains approvals to award contract. - Provides guidance to Project Managers and audit team leaders to ensure their efforts comply with State procurement laws and rules. Develops and provides training to staff on contract-related policies and procedures.
20% E	Procurement Support and Training - Utilizes FI\$Cal to enter procurement documents within the Procurement Contracts and Purchase Order modules, and to extract reporting data from the relevant modules in use. - Researches, interprets, and analyzes State Contracting Manual mandates, laws, rules, and policies and implements innovative methods to attract contractors. - Provides analytical and administrative support for procurement-related strategic planning initiatives.

	• Participates in ongoing training to continually develop and keep abreast of contracting trends and initiatives. • Provides procurement support by assisting team members with research for goods and services for the more complex procurements using purchase order agreements.
20% E	Special Projects • Conducts research, performs analysis, generates reports, and completes special projects as assigned. • Participates in special analysis and/or projects at the discretion of management such as conducting feasibility studies; presenting results of feasibility studies to management; analyzing programs for enhancements and modifications.
Supervision Received:	Reports directly to the Business Services Manager; however, direction and assignments may also come from the Fiscal and Business Services Manager.
Supervision Exercised:	None
Special Requirements:	None
Working Conditions:	• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Supervisor's printed name

Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

Incumbent's signature

Incumbent's printed name

Date

*If a reasonable accommodation is necessary, please contact the human resources office to begin the interactive process.