

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Administrative Services Business Services Section Procurement and Contract Services Unit	
Position Number 441-660-5393-701	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Procurement and Contracts Analyst	

General Description Under the general direction of the Procurement and Contract Services (PCS) Manager (Staff Services Manager I), and in support of the Office of Health Care Affordability (OHCA), this position serves as the procurement and contracts analyst for the Department of Health Care Access and Information (HCAI). The incumbent performs analytical and technical duties related to purchasing goods and services, developing and processing contracts, interagency agreements, amendments, and grant-related procurement activities. The incumbent evaluates program needs, recommends appropriate procurement methods, and ensures compliance with laws, rules, regulations, policies and procedures. The incumbent reviews and processes procurement requests, prepares and maintains contract documentation, supports grant purchasing requirements, tracks timelines for audit readiness, identifies risks, recommends solutions, and provides consultation to program staff.	
Supervision Received	Under direction reports directly to the Procurement and Contracts Section Staff Services Manager I (Supervisor).
Supervision Exercised	May function in a lead capacity.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone, desktop and laptop computers, and frequent contact with programs, stakeholders, and control agencies. Work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday and extra hours may be necessary beyond scheduled work hours.

Job Duties	
E = Essential, M = Marginal	
40%	E Serve as a contract and procurement subject matter expert, providing guidance on the full range of complex and sensitive contract and procurement services for the department. Consult with and advise managers and staff within HCAI programs regarding strategic contracting approaches and best procurement methods. Develop complex solicitation documents, contracts and amendments. Create contract documents within applicable guidelines of the State Administrative Manual, State Contracting Manuals, Public Contract Code, Department of General Services (DGS) Procurement Division (PD) and Office of Legal Services, Department of Finance requirements, Executive Orders and Management Memos. Ability to develop agreements outside of DGS authority that contain exemption language within specific program statute. In

coordination with HCAI Legal Office, provide technical expertise and authoritative interpretation of contract requirements introduced through statute. Provide consultation on all phases of contracting, including exempt agreements, standard agreements, interagency agreements and processing grants agreements. Provide consultation to contract administrators to ensure monitoring of contract compliance, deliverables and fiscal accountability.

30% E Independently develop, prepare, and maintain procurements. Procurements include ordering material and equipment using informal and formal competitive solicitation processes, including Request for Proposals (RFP), Request for Offers (RFO), Request for Quotations (RFQ), Information for Bid (IFB), Architectural & Engineering (A&E), Statewide Contracts, California Multiple Award Schedules, State Price Schedules, Prison Industry Authority, Office of State Publishing, while adhering to all State of California and HCAI applicable laws, rules, regulations, policies and procedures.

Independently create, process, and maintain FI\$Cal Procurement Contracts (PCs) and Purchase Orders (POs) for executed procurement, contracts, grants, amendments, and FI\$Cal events. Collect data for various mandated reports.

15% E Work in a team environment to support the development, implementation, and continuous improvement of department-wide procurement and contract processes in conjunction with PCS team members. Provide advanced consultation and policy-level guidance to program staff regarding procurement and contracting requirements. Conduct meetings and training sessions with Program staff as needed. Maintain and update customer tools and resources and internal desk manuals. Develop and maintain HCAI PCS contract and procurement policies and procedures. Maintain a tracking system for control of contracts through the review and approval stages. Collect data for various mandated reports regarding contracting practices. Prepare timely and accurate reports for submission to control entities. Serve and represent HCAI on statewide contract and procurement task forces, interagency workgroups, and policy committees as a departmental subject matter expert.

10% E Serve as the backup Small Business/Disabled Veterans Business Enterprise (SB/DVBE) Advocate and assist with ensuring HCAI complies with the State of California procurement goals mandated by Government Code Chapter 6.5. Small Business Procurement and Contract Act [14835 - 14847]. Independently monitor, track, review SB/DVBE transactions independently, train and support HCAI staff on best SB/DVBE practices and methods in compliance with State of CA applicable laws, rules, regulations, policies and procedures.

Serve as the backup State Agency Buy Recycled Campaign (SABRC) Coordinator and assist with ensuring that HCAI complies with PCC Sections 12200-12217. Independently review, monitor, and track procurement goods. Collect and prepare data for State mandated reports for SB/DVBE and SABRC activity compliance.

5% M Perform other business services administrative duties, special project leadership, and department-level assignments as required by the SSM I and OAS leadership.

Other Expectations

- Demonstrates a commitment to performing duties in a manner consistent with HCAI’s core values and communication protocol.
- Ability to communicate effectively orally and in writing.
- Shows initiative in improving work environment, identifying and correcting errors, initiates work activities.
- Demonstrates a commitment to perform work in a confidential manner.
- Maintains good work habits and adheres to all HCAI policies and procedures.
- Demonstrates a commitment to HCAI’s mission, vision, and goals.
- Demonstrates a commitment to HCAI’s core values.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee

Employee Signature/Date

Supervisor Signature/Date