

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-665-5157-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Contracts and Procurement Services

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Non-IT Contracts Bureau

SUPERVISOR'S NAME:

Karrin West

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Non-IT Contracts Bureau is dedicated to supporting the goals and programs of the Department of Social Services (DSS) by collaborating with customers and stakeholders to provide timely, accurate, and legally binding contracts.

CONCEPT OF POSITION:

The Analyst I Contracts Analyst, in partnership with DSS programs and other administrative areas, is responsible for developing and preparing a diverse workload of contractual agreements ranging from small dollar value services (under \$10,000) to the moderately technical and complex subvention, interagency, and university agreements. The Analyst I will provide quality customer service to internal customers and external stakeholders. Under the general supervision of the Supervisor I, the Analyst I is responsible for conducting research, compiling data, and analyzing results that will be used to draft and execute contracts for non-information technology (non-IT) services.

A. RESPONSIBILITIES OF POSITION:

45% Under the supervision of Supervisor I, perform activities including analysis, research, development, and execution of the following types of contracts, including but not limited to: service orders (under \$10,000), subvention agreements, university agreements, interagency agreements (IA), county agreements. Under the supervision of the Supervisor I, develop and conduct less complex solicitations [Invitations for Bid (IFB) and Requests for Offer (RFO)] which includes the administration of the solicitation process from inception to execution of the resulting agreement.

With support from the Supervisor I, work with program customers, administrative partners, and management to resolve contract matters to ensure continued movement to contract execution.

With guidance from the Supervisor I, perform regular research using the State Contracting Manuals, State Administrative Manual, and control agency broadcasts to ensure all contracts adhere to state contracting laws, regulations, policies, and internal processes and procedures.

Submit contracts to control agencies for review and approval. Respond to inquiries from control agencies with guidance from Bureau management.

25% Maintain assigned workload in a well-organized manner. Generate thorough and detailed chronological documentation and relevant notes in the contracts database and status log.

Manage assigned workload to meet deadlines and adjust as Bureau, Branch, and Departmental needs evolve.

Analyze each assignment to determine if revisions are required to ensure compliance with state contracting laws, regulations, policies, and internal processes and procedures.

Create new and/or edit existing documents using Microsoft Office suite, including Microsoft Word, Excel, and PowerPoint. Utilize and maintain the contracts database.

20% Provide customer service support to other Non-IT Contracts Bureau staff, CDSS Programs, and external stakeholders on contract related matters. Meet and consult with Department supervisors and staff to resolve contracting issues.

Communicate professionally, in writing and verbally, with Bureau management, program customers, administrative partners, and external stakeholders.

5% Attend contracts related training and participate on special projects, as required. May include conducting contracts process small group trainings or meetings with program customers.

Participate in work groups with Non-IT Contracts Bureau management and staff to provide input on process improvement, process and procedural documents, and the overall effective management of the Bureau workload.

5% Other duties as required.

B. SUPERVISION RECEIVED:

The Analyst I Contracts Analyst works independently with frequent oversight, guidance, and direction from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I Contracts Analyst has daily contact with supervisors and staff throughout the Department, and other state agencies, counties, and private contracting entities in relation to contract development, processing, and execution.

E. ACTIONS AND CONSEQUENCES:

The Analyst I Contracts Analyst makes judgments concerning the suitability of bidding and contract negotiations and is responsible for including all appropriate and required terms and conditions in the contracts executed by the Department. If a contract is found to be out of compliance with the required terms, conditions, laws, regulations and policies, the Department may be exposed to audit exceptions, lawsuits, loss of funds, and an increase in control agency oversight. If a contract is not executed accurately and/or on a timely basis, departmental programs may be faced with the inability to provide or secure contractual services required to meet federal or state mandates, and/or delivery of services to counties and the citizens of California, which may result in a loss of state or federal funds.

F. OTHER INFORMATION:

The Analyst I Contracts Analyst is expected to be able to handle multiple tasks and assignments.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

TBD

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-665-5393-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/Contracts and Procurement Services

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Non-IT Contracts Bureau

SUPERVISOR'S NAME:

Karrin West

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Non-IT Contracts Bureau is dedicated to supporting the goals and programs of the Department of Social Services (DSS) by collaborating with customers and stakeholders to provide timely, accurate, and legally binding contracts.

CONCEPT OF POSITION:

The Analyst II Contracts Analyst performs the more complex journey level analytical assignments. Contract Analysts, in partnership with DSS programs and other administrative areas, are responsible for developing and preparing a diverse workload of contractual agreements ranging from small dollar value services (under \$10,000) to complex subvention, interagency, CA university agreements and solicitations. The Analyst II will provide quality customer service to internal and external customers. At the Analyst II level, Contracts Analysts are expected to work independently with minimal supervision, produce completed staff work and provide the management team with solutions to complex contract issues based on current contracting laws and policies.

A. RESPONSIBILITIES OF POSITION:

45% Independently performs activities including analysis, research, development, and execution of the following types of contracts, including but not limited to: service orders (under \$10,000), subvention agreements, university agreements, interagency agreements {IA}, county agreements. Develop and conduct complex solicitations [Invitations for Bid (IFB), Requests for Offer (RFO), Requests for Proposals (RFP)] which includes the administration of the solicitation process from inception to execution of the resulting agreement.

Work with program customers, administrative partners, and management to resolve contract matters to ensure continued movement to contract execution.

Provide customers with guidance and instruction on requests for contracts, the various steps of the contracting process, and utilization of the contracts database.

Perform regular research using the State Contracting Manuals, State Administrative Manual, and control agency broadcasts to ensure all contracts adhere to state contracting laws, regulations, policies, and internal processes and procedures.

Submit contracts to control agencies for review and approval. Respond to inquiries from control agencies with guidance from Bureau management.

25% Maintain a high-priority workload, ensuring the integrity of chronological documentation and status logs within the contracts database.

Serve as a subject matter expert in the analysis of complex assignments, auditing work for strict compliance with state contracting laws, regulations, and internal policies.

Proactively orchestrate priorities to meet shifting departmental deadlines and evolve operational processes as needed.

Draft and edit contract related documents using the Microsoft Office suite and serve as a primary steward for the maintenance and optimization of the contracts forms and exhibits including templates and procedures recommending improvements as needed.

Act as a member of a project team, for development and recommendations of process improvements and procedural updates.

15% Attend contract and procurement related training and participate on special projects, as required. May include leading contract process small group trainings or meetings within the Non-IT Contracts Bureau and with program customers.

Provide excellent customer service to CDSS staff by communicating status of contracts, and bring recommendations to management on alternative procurement vehicles or proposed resolutions for contract-related issues. As information and direction filters down from management, disseminate to the appropriate party and implement into the work.

10% Act in a mentor capacity and/or provide peer to peer training to peers. Act during the absence of the Supervisor I.

5% Other duties as required.

B. SUPERVISION RECEIVED:

The Analyst II Contracts Analyst works independently with oversight and guidance from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II Contracts Analyst has daily contact with supervisors and staff throughout the Department, and other state agencies, counties, and private contracting entities in relation to contract development, processing, and execution.

E. ACTIONS AND CONSEQUENCES:

The Analyst II Contracts Analyst makes judgments concerning the suitability of bidding and contract negotiations and is responsible for including all appropriate and required terms and conditions in the contracts executed by the Department. If a contract is found to be out of compliance with the required terms, conditions, laws, regulations and policies, the Department may be exposed to audit exceptions, lawsuits, loss of funds, and an increase in control agency oversight. If a contract is not executed accurately and/or on a timely basis, departmental programs may be faced with the inability to provide or secure contractual services required to meet federal or state mandates, and/or delivery of services to counties and the citizens of California, which may result in a loss of state or federal funds.

F. OTHER INFORMATION:

The Analyst II Contracts Analyst is expected to be able to handle multiple tasks and assignments.