

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-530-5393-702
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Contract Analyst	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Operational Support Section / Business Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing duties related to contract oversight and purchase orders procurement that support the Newborn Screening and Prenatal Screening programs of the Department.

The incumbent works under the direction of the Supervisor I, chief of the Business Services Unit. The Analyst II performs the more responsible, varied, and complex technical analytical staff services assignments related to the procurement of various types of services such as contracts, procurement, purchase orders and service orders, revenue collection, communication, information technology, and administrative maintenance

services. The Analyst II independently provides operational support and program service duties with a high level of complexity and utilizes a wide variety of analytical techniques to resolve complex contracts and purchase order-related problems and disputes. The incumbent develops and evaluates alternatives, analyzes data, and presents ideas and information effectively both orally and in writing, consults with and advises administrators or other interested parties on a wide variety of subject-matter areas related to contracts and procurement processes, and develops and acts as a lead in the procurement review and approval process, including the review and approval process for invoices.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5% travel may be required for occasional off-site trainings.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Plans, develops, implements, monitors, and evaluates the more complex IT and non-IT Personal Service Contracts totaling more than \$100K and purchase orders totaling more than \$50K. Leads and facilitates various meetings with appropriate Genetic Disease Screening Program (GDSP) staff and stakeholders and prospective or current contractors. Responsible for providing operational support in negotiations, building contract conditions, terms, scope of work, purchase orders, and/or amendments. Works with Fiscal Services Unit and Program and Laboratory Services Branch to determine, negotiate, and (if needed) amend approved budget for contracts. Prepares final procurement package and submits initial draft documents through the Department Contracts and Purchasing Services Section for review and approval by management to ready for execution. Independently manages the most complex Personal Services contracts, Subvention/Local Assistance contracts, and Leveraged Procurement Agreements. Regularly reviews and monitors contracts for improvements and procedural changes and takes appropriate action on contracts that are expiring and up for renewal.
- 15% Acts as liaison between contractor, Program staff, and CDPH's Contract Management Unit (CMU) / Purchasing Services Unit (PSU) to facilitate contract and purchase order execution. Provides necessary information and collaborates with various units and departments such as the Operational Support Section (OSS), Information Technology Services Division, Administration Division, the Office of Legal Services (OLS), Privacy Office, Information Security, Department of General Services, and other appropriate staff for the purpose of monitoring contractual requirements and assisting in contract dispute resolution. Develops letters, memos, and other types of written communication related to contractor issues and reports to GDSP management, OLS, and CMU/PSU. Resolves contract discrepancies and investigates non-compliance issues. Writes situation summaries and proposes solutions approved by GDSP management. Facilitates negotiation settlements by working directly with contractors and providing recommendations to management.
- 15% Develops and implements various contract services, including Invitations for Bid, Requests for

Offer for Small Business and Disabled Veteran Business Enterprises, Requests for Offer for Leveraged Procurement Agreements, and Request for Proposal packages for business, information technology, and laboratory and consultant services to ensure all contract elements are addressed. Advertises various projects using appropriate methods of advertisement, prepares tentative key schedule dates of events, scope of work, contractor's qualification requirements, and evaluation criteria. Coordinates and acts as a chair for the Bidders' Conference and Bid Opening events. Develops processes and assembles an evaluation team and reviews and prepares responses to prospective bidders' proposals. Monitors CMU to ensure Notice of Intent to Award documents are prepared and issued to the appropriate bidders.

- 10% Reviews and processes invoices ascertaining contract encumbrances and expenditures to ensure they are consistent and stay within budget within the contracts acceptable to CDPH Accounting and the State Controller's Office (SCO). Collaborates with contractors and Accounting Office to resolve any discrepancies. Reviews and approves or disapproves requests for line items that include travel and/or training to ensure funds are available in the contract's budget. Develops and maintains spreadsheets to track budgets and contract expenditures, including the review and approval of invoices as well as processing invoice dispute notifications as needed. Analyzes GDSP budgets and prepares reports as required for Supervisor I and other OSS staff.
- 10% Develops, maintains, and monitors GDSP contract encumbrances and expenditures in Fi\$Cal Online Reporting Environment (FORE), Invoice Submission Portal, Fi\$Cal PO Encumbrance Reports, Invoice Status Report, SCO Paid Claims report, and other financial reporting in Fi\$Cal Contracts and Purchasing System (CAPS) to ensure compliance with contract budgets and accuracy of input by GDSP accounts payables staff. Reviews and reconciles Prenatal Screening and Newborn Screening Sections' expenditure transactions on the FORE reports with GDSP's records to determine accuracy and participates in the Fi\$Cal year-end drills.
- 10% Tracks and maintains Records Retention Schedule (RRS) contract files to determine if they need to be retained, archived, or destroyed by consulting with the records mail and Administrative Services Unit on the business process on how to archive or destroy files and properly report electronic records. Arranges regular shipments of archive records that go to the Department of General Services Records Retention Center. Maintains an RRS file organized by transfer list number, program, lab, and dates. Attends required trainings (both in-house and off-site) at contractor conferences, and site visits as needed. Responds to staff requests regarding records retention policy and takes appropriate action. Independently processes multiple contracts and records requests for the continued maintenance of the RRS.
- 5% Assists Supervisor I and serves in a lead capacity in the Business Services Unit to provide support to staff to ensure procurements are processed timely. Performs miscellaneous projects, activities, and tasks as requested that move the Center closer to the Department's priorities related to diversity, inclusion, and racial and health equity. Provides training on processes and procedures to other AGPAs within the unit and acts as backup analyst for them if needed to ensure the goals of GDSP are met.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Brittany Hanson

Date: 12/16/2025