

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Analyst II
WORKING TITLE: Contracts Administrator

STATEMENT OF DUTIES: Under the direction of the Public Rights Division (PRD) Contracts & Procurement Supervisor I, Executive Unit, the Analyst II performs the more complex and varied analytical duties, including, but not limited to, providing consultative services, analytical support, fiscal management, and problem resolution to management regarding the division's contract matters. The Analyst II will work closely with various departmental programs including the Budget Office, Contracts and Procurement Unit (CPU), Accounting, Office of General Counsel (OGC), and the California Justice Information Services Division. On a statewide basis, the Analyst II gathers, analyzes, and maintains PRD contract information; researches and makes recommendations to the Supervisor I relating to contract procedures for legal and non-legal services and information technology contracts; and works independently on the preparation, processing, and monitoring of a variety of contracts for PRD, working under strict time constraints. The Analyst II acts as a customer service liaison to various levels of departmental staff, including legal professionals within the Division.

SUPERVISION RECEIVED: Under the direction of the PRD Contracts & Procurement Supervisor I and general direction of the PRD Legal Division Manager (LDM) (Supervisor II).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 lbs.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Independently gathers, organizes, and analyzes contract needs to support statewide legal, non-legal, and IT activities for the Legal Divisions including, but not limited to, legal experts, outside counsel, court filings, reprographics, trial support, case specific data management, and data hosting. Develops requirements for the contract, obtains market quotes for the service, analyzes requirements to determine contract type, drafts "Statements of Work" in collaboration with various levels of legal division staff, prepares and processes required internal contract forms, adheres to departmental policy for outside counsel requests, and collaborates with Department of Justice (DOJ) Contracts Unit to provide the information necessary to complete procurement of services. Upon execution, tracks invoices, ensures payment, and amends or closes contract as needed. Contracting functions include all aspects of contract activities, including, but not limited to, independently administering the contract process from inception to closing, ensuring

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contracts are in accordance with the Public Contracts Code, State Administrative Manual (SAM), and policy set forth in the State Contracting Manual. Advises Division staff on appropriate procedures concerning same.

- 25% Develops, analyzes, and maintains computerized system related to all division contracts and their respective fiscal details including encumbrances, expenditures, and projections on a statewide basis. Utilizes the department's accounting system to research and provide information regarding invoice approvals, statuses, and payments to section attorneys and analysts, consultants, and Division of Administrative Services staff. Responsible for formulating and maintaining streamlined procedures for preparing service authorizations, work orders, and contracts, and processing related invoices. Makes recommendations to the Supervisor I on matters impacting the division's contract needs.
- 15% Serves as the primary point-of-contact with external contractors, PRD attorneys and paralegals, and other agencies to address and resolve matters pertaining to division contracts. Independently analyzes issues and provides recommendations and advice to various levels of staff. Works directly with the contractors to ensure contract compliance with established contracting and invoicing policies and procedures per the SAM. Reviews and ensures invoices submitted by the contractors are in compliance with the terms of the contract, and that a full description and itemization of services is documented. Independently works with contractors to resolve discrepancies and determines if the contract dispute process should be initiated.
- 10% Meets with departmental programs, including Accounting, CPU, and the Budget Office, to report and resolve contracting and invoicing problems; and collaborates with the OGC and PRD management for any outside counsel requests. Responsible for making recommendations to the Supervisor I and proposals for best practices and procedures relating to contracting and invoicing. Works closely with departmental staff statewide to complete both periodic and fiscal year-end disencumbering and closing of contracts.
- 10% Reviews, analyzes, and prepares data from statistical reports in which management utilizes to support the justification of budget change proposals and deficiency requests. Independently prepares training materials, ad-hoc training, and procedural documentation as needed by the legal staff.
- 5% Prepares and creates contract reports as requested by management and provides recommendations to Supervisor I regarding fiscal projections and statuses of contracts. Works with DOJ Budget Office on various issues affecting the PRD budget, including encumbrance projections and management of multiple funding sources.

Prepares various annual PRD reports as well as special studies of projects assigned by the Supervisor I and the LDM. Provides administrative support and assistance, including acting as a back-up, to other staff in the PRD Executive Unit in times of absence or as operationally needed.

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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
Employee Name

Date

Supervisor's Signature
Supervisor Name

Date