

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

☐ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-021-5393-905
UNIT NAME AND LOCATION Engineering Unit - West Sacramento	CLASS TITLE Analyst II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor I, the incumbent is assigned complex program support services and performs the following duties within the Lands and Facilities Engineering Branch (LFEB)

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Analyze complex public works contracts as proposed by Engineering staff. Responsible for ensuring that sound administrative policy, as well as legal and statutory authority is followed, recommendations to program staff to assist in securing contract approval. Requires adequate knowledge of the goals and objectives of the program in order for the analyst to serve the programs in all contracts matters, including monitoring and evaluation of services rendered for work needed to maintain infrastructure including employee and visitor facilities, employee housing, laboratories, domestic water and septic systems, water delivery systems, dams, levees, roads, trails, fencing, gates, parking lots, restrooms, ADA improvements, and HVAC and electrical projects to ensure safety and efficiently run facilities. The foregoing applies to Engineering consultant services (RFQ), Request for Proposals (RFP), Invitation for Bids (IFB) and Memorandums of Agreement/Understanding (MOA/MOU). Analyze amendments and transmittal letters to make recommendations to the Chief Engineer for approval, review and correct deficiencies to proposed drought contracts and amendments. Assist in developing departmental guidelines and format for contracts.
15%	Provide technical advice to program staff regarding contracting issues including such subjects as competitive bidding, RFP/IFB development, multi-year maintenance agreements, sole source justification requirements, solicitation and out-reach efforts for Small Business/Disabled Veterans Business Enterprise (DVBE) participation goals and all applicable laws.
15%	Analyze/research problems and develop/recommend policy and procedure changes for the Fish and Game Operations Manual or other publications, perform legislative bill analysis as it relates to public - works issues dealing with contracting for construction services or other

DUTY STATEMENT

DFW 242A (REV. 03/18/14) Page 2

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
10% 10% 10%	administrative program issues. Research and analyze Information for the annual reports to the Legislature such as the DVBE participation goals and Small Business Report. Coordinate with Department technical services on electronic advertising in FI\$Cal. Administer bond funding through ABCRS. Independently prepare outgoing correspondence and answer incoming correspondence, participate in meetings with program staff to explain departmental contract policies and procedures. Special projects as assigned and other administrative analytical assignments. Coordinate with Departmental staff when working with the Facility Management Ticketing System. Assessing the circumstances, follow the protocol procedure, run monthly reports, and close the tickets when proper documentation has been received. <u>NON-ESSENTIAL FUNCTIONS:</u> Researches information and prepares guidelines/procedures for special reports requested by miscellaneous control agencies and labor unions. DESIRABLE QUALIFICATIONS: Skill to: Applying principles and practices of public and business administration. Special Personal Characteristics: Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Interpersonal Skills: Work independently and/or in a team setting. WORKING CONDITIONS: Ability to use a computer several hours a day. Involves sitting most of the time, but may involve walking or standing for brief periods. Attend meetings; work with staff statewide to complete work assignments.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.	
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE DATE