

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-511-5393-800
UNIT NAME AND LOCATION Administration, San Diego	CLASS TITLE Analyst II
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-511-5393-800
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Administrative Officer III, this position functions as the region's subject matter expert for contract support. The position will be responsible for understanding the Department's contracting, procurement, management policies, program budget structure, and organizational structure, as they apply at the region level; be knowledgeable of region/program operational procedures and appropriate use of available fund sources. Incumbent is required to use a computer and work with databases/applications including Financial Information System for California (FI\$Cal), Microsoft Office, and Contract Request Tracking System (CRTS) to perform the following duties:	

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Functions as subject matter expert, providing guidance and technical assistance in all aspects of the development/preparation/execution of new or amendments of the Region's payable/receivable and land use agreement contracts in coordination with program staff. Knowledge, expertise, and understanding of the Department's contracting policies as well as of the Department of General Services policies. Coordinate processing of contracts with Headquarters contracts/grants staff. Prepare and process contract change orders, amendments, fund shift documents. Coordinate with the Department's Engineering staff for public works contracts. Creates/modifies procurement contracts and purchase orders in the Financial Information System for California (FI\$Cal) accounting system and processes invoices for payment. Monitor contract funding and status in coordination with contract managers: maintain internal contract tracking pay log from contract initiation through expiration and work with contract managers to process contract renewals timely to avoid gaps in service. Analyzes expired contracts to disencumber purchase orders along with close out procedures of contracts. Make recommendations on administrative and program related contracting issues and procedures. Prepare memos and letter of intent documents timely for emergency situations that require immediate services to preserve life and property. Continuous work in computer databases/applications: MS Office, CRTS, and FI\$Cal.
35%	Prepare new and/or amendment payable grant packages in coordination with grant manager. Create procurement contracts and purchase orders related to payable grants in FI\$Cal. Process grant invoices and maintain pay logs with grant balances. At the conclusion of payable grants, analyze funding and disencumber remaining balances. Extensive communication with Sacramento office Payable Grant Unit and the Region's grant managers. Notify grant management staff of new grant policies, changes in operational practice and in contracting regulations.
15%	Provide the Administrative Officer III with in-depth analytical support in contract/procurement packages or executed agreements. Interpret budget reports and time reporting information which may include reviewing financial management reports and encumbrance reports. Provide analytical support to the Region's Program/Contract/Grant managers and coordinators in relation to contract/procurement agreements. Provides support as one of the liaisons with Headquarters administrative programs and Region. Serve as a liaison with accounting headquarters staff to resolve contract and expenditure issues, and any other complex accounting-related issues that may arise.

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<p>5%</p>	<p>Assist with reviewing program expenditure correction submittals as needed. Trains other staff as needed for contract related duties. Travel to other offices/sites within the region no more than 5% of the time.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform other administrative duties as required, such as attend meetings, participate on task force groups, respond to requests for information, provide administrative assistance to the Administrative Officer III and other regional staff. Daily use of computers, printers, and telephone.</p> <p>Skill to: Type and perform data entry. Excellent analytical and research skills. Knowledge and understanding of state contracting laws, regulations, policies, rules and grant management. Strong attention to detail. Ability to perform multiple tasks and set priorities appropriately. Experience with Excel, Word, Access, Outlook, FI\$Cal, or comparable.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Excellent attendance and punctuality. Self-starter and applies principles of completed staff work consistently. Able to work in a fast-paced environment with pressure of many deadlines.</p> <p>Interpersonal Skills: Ability to deal effectively and tactfully with staff and customers. Excellent writing and verbal skills; strong interpersonal and communication skills. Positive attitude and works well in a team environment.</p> <p>WORKING CONDITIONS: This position works in the South Coast Region 5 San Diego Headquarters office, Monday – Friday (excluding holidays).</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Andrew Gray</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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.</p>		
<p>PRINT EMPLOYEE'S NAME Vacant</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>