

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position <u>Contract Analyst</u>
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Division and/or Subdivision <u>Fiscal Services / Business Services Office (BSO)</u>
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
45%	<p>Under the supervision of the Fiscal Services, Business Services Office (BSO supervisor I, the Analyst I will be a part of a team that is responsible for maintaining the effective administration and processing of all CAL FIRE acquisitions. The incumbent is responsible for less contract and procurement processing for assigned departmental programs and regions. Duties include but are not limited to:</p> <p><u>Contracting Functions:</u> *Develop, review, analyze, write, amend, and process less complex service contracts for the department utilizing standardized competitive bid processes. *Analyze and provide final departmental review of contracts requiring control agency approval. *Ensure assigned contract coordination responsibilities and activities conform to contracting laws, rules, policies, and regulations. *Assist in developing and providing contract training to internal BSO staff and other departmental employees. *Provide advice to stakeholders related to contracting policies and procedures. *Research and develop issue papers on various BSO related issues and make recommendations to management.</p> <p><u>Procurement Functions:</u> *Ensure departmental compliance with terms and conditions of Department of General Services (DGS) Procurement Division's Purchasing Authority Management's Delegated Purchasing Authority Program prior to DGS review. *Assist in researching and interpreting Federal and State procurement laws, rules, and regulations. *Assist BSO Management in monitoring and implementing changes to policy, procedures, etc. *Assist with providing expertise and consultation to departmental staff related to State procurement policies and procedures including CAL-Card. <i>(continued on second page).</i></p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.	
Job qualifications and/or conditions of employment:	
"We have discussed this document in its entirety and understand the duties of this position."	
Employee Signature _____	Date _____
Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory _____ Initials and date	

Percentage of Time Required

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45%

*Use various online, electronic, and hard-copy resources, research and respond to queries from departmental staff on all aspects of appropriate procurement and CAL Card policies and procedures. *Work with supervisor or other staff to research and provide recommendations related to sensitive procurement issues. *Under direct supervision or with other team members, analyze procurement program performance and advise Management of potential issues. *Assist with conducting reviews and/or audits to evaluate acquisition related processes, documents, and training to ensure compliance with control agency rules and regulations as well as departmental policies and procedures.

10%

Related Functions:

*Assist Certified Small Business (SB), Micro, Disabled Veteran Business Enterprises (DVBE), and those businesses operating in economically distressed areas of the State to do business with CAL FIRE. *Assist Certified SB, Micro and DVBE in becoming certified with the Department of General Services (DGS) Office of Small Business and DVBE Services. *Assist staff in researching and answering questions on SB/DVBE. *Coordinate and perform some less complex activities related to the maintenance of CAL CARD, i.e., raise/lower card dollar limits, respond to account inquiries, maintain online card accounts, reporting, etc. *May develop and/or assist in revising resources (as necessary), including but not limited to: the 2600 Procurement Handbook, the 2500 Contracts Handbook, the Certified Purchaser training material, and the CAL-Card Handbook. *Assist on teaching teams for acquisition-related training. *Responsible for analyzing legislation. *Perform specific research and/or prepare special reports as requested. *May participate in task groups, stakeholder groups and other departmental committees. Other job-related duties as assigned.

Desirable Qualifications:

- Proficient in Microsoft Office and Adobe applications
- Excellent customer service skills
- Highly organized with a strong ability to handle competing deadlines
- Excellent verbal and written communication skills
- Bachelor's Degree in related field

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