



Job Description

22nd District Agricultural Association

Classification Title/Code: Analyst II (5393)	Department: Administration	
Working Title: Contracts & Purchasing Analyst	Tenure: Permanent	Time Base: Full-Time
Reports to: Supervisor I / Contracts, Purchasing and Compliance Manager	CBID: R01	FLSA Status: Non-Exempt
	Supervision Exercised: No (0)	
Name: Vacant	Effective Date: TBD	

The statements contained in this job description reflect the general details necessary to describe the principal functions of this job. This job description should not be considered an all-inclusive listing of the work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or otherwise to balance the workload.

Position Description

Under the general direction of the Contracts, Purchasing and Compliance Manager (Supervisor I) for the 22nd District Agricultural Association (District), the Contracts & Purchasing Analyst II performs complex and advanced analytical work in support of the District's state contracting and procurement program. The incumbent independently manages a full range of contracting and procurement activities and serves as a technical resource on state contracting laws, policies, and procedures. The Analyst II exercises a high degree of judgment and independence in performing complex analytical assignments related to procurement planning, solicitation development, contract administration, and compliance. The position is responsible for ensuring that contracting activities adhere to applicable State of California requirements, including Public Contract Code and District policies and procedures.

This position is responsible for the quality, accuracy, timeliness, and completeness of assigned work products and may provide technical guidance to others on complex or sensitive procurement matters.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disabilities may be made, providing that doing so does not impose an undue hardship.

35% Acquisition Administration

- Independently manage complex and high-risk contracting and procurement activities from initiation through execution and closeout.
- Analyze and review contract and purchase request packages for completeness, accuracy, and compliance, including scope of work, cost/price analysis, funding detail, and required approvals.
- Develop, draft, and finalize contract documents, including appropriate terms and conditions, exhibits, and supporting documentation for a variety of agreement types (e.g., goods and services contracts, interagency agreements, purchase orders, Public Works, etc.).
- Interpret and apply Public Contract Code, District policies and procedures, and other applicable laws and regulations to ensure compliant procurement practices.
- Identify and resolve complex contracting issues, including risk assessment, non-compliance concerns, and conflicting requirements.
- Participate in and support negotiations with vendors and stakeholders to achieve appropriate business terms and protect the District's interests.
- Provide consultative services to operational staff regarding acquisition planning, procurement strategies, and contract requirements.

- Analyze and implement new or revised laws and regulations affecting procurement and contracting activities.
- Review, analyze, and resolve any contractor/vendor disputes, contract adjustments, and documentation corrections in coordination with contract manager(s) and Finance Department.
- Coordinate and provide guidance to all District established vendor accounts, CalCard(s), and TravelCard(s) ensuring regulatory compliance.
- Maintain filing systems, electronic and manual, in order to keep all files, documents, databases, etc. up-to-date and organized in accordance with the requirements of the District's filing system.
- Carry out functions associated with record management for the maintenance, retention, preservation, and disposal of records. Follow-up on proper documentation, location tracking, records retrieval, and compliance with destruction processes.

25% Research and Analysis

- Conduct complex research and analysis of contracting and procurement issues, identifying risks, evaluating alternatives, and recommending solutions.
- Analyze existing policies, procedures, and workflows to identify gaps and recommend process improvements that enhance compliance and efficiency.
- Evaluate and interpret proposed legislation, regulatory changes, and policy updates impacting state contracting; assess operational impacts and develop recommendations.
- Prepare detailed analytical reports, issue papers, and recommendations to support procurement decisions and program improvements.
- Serve as a technical resource to staff and stakeholders on procurement requirements, policies, and best practices.

20% Solicitation Development and Evaluation

- Independently develop and manage formal solicitations, including Requests for Proposals (RFP), Invitations for Bids (IFB), Requests for Qualifications (RFQ), and alternative procurement methods.
- Prepare comprehensive solicitation documents, including scopes of work, evaluation criteria, scoring methodologies, and bidder instructions in compliance with state and District requirements.
- Provide guidance to evaluation teams and review scoring documentation for accuracy, consistency, and compliance.
- Serve as procurement lead on complex solicitations, ensuring fairness, transparency, and adherence to established procedures.
- Analyze bid responses, cost proposals, and evaluation results to support award determinations and contract execution.

15% Training and Technical Support

- Assist in the development and delivery of training to District staff on state contracting and procurement processes, requirements, and best practices.
- Provide ongoing technical assistance to staff in preparing acquisition requests and administering contracts.
- Develop, update, and maintain training materials, templates, desk procedures, and guidance documents.
- Facilitate workshops and training sessions (virtual and in-person) to promote consistency, compliance, and effective procurement practices.

Marginal Job Functions

5% Other Related Responsibilities

- Provide backup support to Contracts and Purchasing staff, including responding to inquiries and processing urgent procurement actions.
- Participate in special projects and continuous improvement efforts related to contracting and procurement operations.
- Perform other duties as assigned, consistent with the Analyst II classification.

Working Conditions

The work environment is primarily performed in a standard office with artificial light and climate control. Work activities involve working in an office setting; sitting for prolonged periods of time; bending neck in an upward and downward flexion and side-to-side turning of neck; pushing and pulling file drawers; moving bank boxes up to 25 pounds; and operating standard office equipment requiring repetitive hand movement and fine finger dexterity and fine coordination including the use of a computer keyboard, mouse, calculators, telephone, and radio. Work activities involve the abilities to verbally communicate and hear to express and exchange information, see to perform assigned tasks, and read, write, and speak English at a level required for successful job performance.

Attendance, Conduct, And Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the Department's sole discretion; work cooperatively with team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; 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 District policies and procedures regarding attendance, leave, and conduct. Also, must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.