

Classification Title: Analyst II	Branch/Division/Bureau: Business Operations Office
Working Title: Senior Business Operations Analyst	Office/Unit/Section/Geographic Location: Sacramento, CA
Position Number (13 Digit): 411-110-4800-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: #	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name: N/A	Effective Date:

CORE VALUES/MISSION

The California Privacy Protection Agency (CalPrivacy)'s mission is to protect Californians' consumer privacy. CalPrivacy implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT

Under the general supervision of the Supervisor I in the Business Operations Office (BOO), the incumbent independently performs a wide range of responsible, varied, and complex analytical business services functions related to IT and non-IT contracting, procurement, policy development, systems operations, stakeholder support, and reporting activities. The incumbent serves as a lead analyst for procurement and contracting functions, working collaboratively with departmental staff, external control agencies, and vendors to support program needs, ensure compliance, and implement efficient, policy-aligned operational procedures. This position requires the ability to independently analyze complex issues, develop recommendations, and implement solutions in a fast-paced and evolving environment.

SPECIAL REQUIREMENTS

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, in accordance with the Political Reform Act.

ESSENTIAL FUNCTIONS**35% IT and Non-IT Contracts and Solicitations**

Develop comprehensive contract packages for both IT and non-IT procurements by verifying and entering information into scopes of work (SOW). Assist the Contract Manager with budget analyses. Generate the contract by using approved exhibit templates. Verify contract and solicitation compliance by using the State Contracting Manuals (SCM), and other applicable laws and policies.

Analyze contract requirements to ensure the alignment of contract content with applicable policies, funding guidelines, and program objectives. Work with internal and external customers to ensure complete and accurate bid documentation which meets all procurement requirements within assigned deadlines. Coordinate the execution of complete agreement packages, ensure proper routing through the internal review processes and external control agency approvals, ensure all supporting documentation is complete, accurate, and compliant. Resolve contractual language issues in consultation with legal and program staff to achieve mutually acceptable terms. Facilitate final contract execution, while maintaining compliance with unit procedures, department policies, state regulations, federal guidelines, and industry standards through ongoing consultation.

Process fully executed contracts through appropriate state systems by entering contract data into FI\$Cal and creating purchase orders to properly encumber funds. Coordinate with the State Controller's Office (SCO), including copies of executed contracts and Standard Form 215s. Ensure contracts have appropriate approvals and signatures, ensure all contracts are legally binding and approved in accordance with control agency's requirements. Maintain accurate tracking and reporting documentation and logs for all contract activities. Develop, implement, and maintain internal policies and procedures to improve contract management practices, create standardized desk references, workflow diagrams, templates, and supporting documentation to support consistent practices across the organization. Provide regular written status updates to Supervisor, Executive leadership, and programs to ensure that stakeholders remain informed of contract process and deadlines.

25% IT and Non-IT Procurement

Independently develop electronic procurement packages for IT and non-IT goods and services by preparing solicitations, bid evaluations, awards, and purchase orders using Fiscal, and other methods. Research procurement options and selects appropriate sourcing methods, including purchases from Leveraged Procurement Agreements (LPAs) listed on the Cal E-Procure website, to ensure cost-effective, compliant acquisitions that meet program needs. Create and submit Purchase Estimates (PEs) to the DGS/PD Division for purchases exceeding CalPrivacy's spending limits, in accordance with the state of California and CalPrivacy procurement policies and procedures.

Resolve vendor issues related to delivery and invoicing through timely and professional communication and apply departmental policies to ensure fair and satisfactory resolution of disputes. Develop, implement, and maintain internal policies and procedures for goods procurement, including desk references, workflow diagrams, templates, and training materials to ensure standardized procurement practices. Conduct internal audits of procurement activities to ensure complete and accurate documentation is maintained for historical references and audit readiness.

20% Facilities

Provide comprehensive facilities support by coordinating emergency preparedness and safety activities, including scheduling drills, maintaining procedures, and supporting safety documentation to ensure staff readiness and compliance with established requirements. Receive, track, and coordinate the resolution of facility-related service requests to maintain a safe and functional work environment, while also monitoring facility contracts, lease agreements, and vendor performance to ensure compliance with state policies and contractual obligations. Maintain space utilization data and inventory of furniture and equipment to support efficient workspace management, analyze usage trends, and recommend improvements to optimize resources. Additionally, assist in maintaining the business continuity plan and related documentation.

15% Small Business/Disabled Veteran Business Enterprise Advocate/SCAN

Analyzes completed contracts and purchase orders to prepare and submit required annual reports for state agencies, ensuring data accuracy, timeliness, and compliance with applicable mandates. Responds to vendor and public inquiries regarding Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) opportunities, while maintaining vendor databases to support compliance objectives and supplier outreach efforts. Represents the Agency in meetings and trainings, including those hosted by DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) and statewide recognition events, and monitors adherence to SB/DVBE and Minority Business First policies. Utilizes procurement data analysis and targeted outreach to develop and implement strategies that promote supplier diversity and exceed statutory requirements, while completing required environmentally preferred purchasing training and advising staff on applicable policies and best practices.

Participates in the State Contract Advisory Network (SCAN) to stay current with contracting laws, rules, and statewide procurement practices. Participation includes attending regular meetings, reviewing policy updates, and analyzing statewide contracting trends.

MARGINAL FUNCTIONS**5% Other Duties as Assigned**

Perform other related duties as assigned to support the mission and objectives of the organization, with particular emphasis on maintaining the highest standards of customer service and professional excellence. Duties include but are not limited to assist management with preparation for generation and renewal of delegated purchasing authority and audit support activities, provide administrative support including mailroom functions, telephone coverage, and visitor escort services to ensure efficient office operations and maintain security protocols of CalPrivacy Legal Division.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Supervisor Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name