



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	Analyst I	549-715-5157-014
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Santa Cruz District	Analyst I	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Districtwide	Henry Cowell Redwoods SP	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Supervisor II
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the District Administrative Chief (Supervisor II) for the Santa Cruz District Administrative Services team, the Analyst I provides lead support for contracts and office staff. The Analyst I will provide guidance and expertise under the Contract Services function. The reporting location for this position is the Santa Cruz District Office at Henry Cowell Redwoods State Park located at 303 Big Trees Park Road, Felton CA.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	<p><b>Contract Administration</b> Independently prepares, evaluates and completes analysis for all public works and services contracts for the Santa Cruz District which includes Pajaro Coast Sector, Santa Cruz Mountains Sector, and the San Mateo Coast Sector. Ensures that all Departmental and Department of General Services guidelines are incorporated throughout each phase of the contract. Prepares contract award documents for District Superintendent’s approval. Monitors compliance with contracts. Investigates, analyzes, and recommends solutions to contract disputes. Provides technical assistance to all levels of District staff in developing and processing contracts. Provides consultation services during all phases of the contracting process.</p>	
<b>30%</b>	<p><b>Contract Legal Agreements and Regulations</b> Prepares and processes all Agreements for Service (DPR 285) including assigning contract numbers and auditing documents submitted from the field. Prepares and processes Requests for Proposal (RFP), Request for Qualifications (RFQ), Public Entity agreements, Interagency Agreements, and Consultant Service contracts. Conducts analysis of contracting trends for the district and provides Management staff with projections and other reports as requested or required. Reviews and approves contract invoices for payment and forwards to District accounting office for payment. Directly works with contractors on invoicing issues and resolves any payment disputes. Works directly with Department Legal Office to ensure that correct procedures are followed for contractor disputes. Remain current on all contracting rules and regulations and maintain good working relationships with counterparts in Headquarters Contracts Unit.</p>	
<b>15%</b>	<p><b>Contract Analysis and Technical Assistance</b></p>	

	Provide technical assistance to all levels of district staff in developing and processing contracts. Provides consultation during all phases of the contracting process and advise concerning such matters as exemption procedures, advertising, drafting of Invitation for Bids and Request for Proposals, evaluation of bids and proposals, small business preference, disabled veteran business enterprise participation requirements, protest procedures, contract award, contract content, documentation requirements, and final processing. Attend routing bid walks to consult and meet contractors throughout the district's park units and address concerns for projects. Lead and navigate bid openings with support staff. Prepare and conduct field training meetings on routine contract needs such as Service Contract Training, Scope of Work development and public works contracts.
<b>10%</b>	<b>Office Services</b> Attend and participate in administrative staff meetings as scheduled, or as requested. Plans and presents safety presentations for administrative meetings as requested. Read manuals and directives and keep up to date with any changes in procedure or department policy. Maintain workspace in a neat manner, free from safety hazards.
<b>10%</b>	<b>Reference Manuals, Directives and Documentation Review</b> Read, study, understand, follow, disseminate, and enforce policies, practices and procedures set forth by State, Department and District entities. Read, update and be knowledgeable of current information contained in the Department Administration Manual, Department Operations Manual, Departmental Notices, State Administrative manuals, Management Memos, Contracting Manuals, and other materials that are pertinent to the function of this position. Recommends procedures to reduce and simplify document processing time and identify and recommend overall efficiencies in project management practices. Complete special assignments as required.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Work environment is an office setting using computers, telephones, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting, extended phone conversations and keyboard operation. Regular attendance at off-site meetings in parking units requires ability to walk and stand for long periods of time. Must meet many deadlines within short timeframes and be flexible in task.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. Required to perform the four basic operations of mathematical functions required to produce accurate reports. The ability to understand and be understood in written and oral communications.	

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

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>