



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Analyst II	549-651-5393-400
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Contracts and Procurement Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mendocino or Russian River	Mendocino (Russian Gulch) or Russian River (Duncans Mills) Sector Offices	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Analyst II works under the direction of the Administrative Chief (Supervisor II) as the lead contract analyst for the district. The Analyst II performs the more responsible, varied, and complex technical analytical staff services assignments for budgeting, contract management, procurement and purchasing, consultative services to management and field staff, and assists in the development and training of administrative staff. This position is also responsible for the District housing program. The incumbent will oversee contracts f the Cannabis Watershed Protection Program (CWPP) and assist with ongoing administrative needs.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	CONTRACT AND PROCUREMENT MANAGEMENT Prepare and execute various types of state contracts including complex Consulting, Public Works, and Reimbursement agreements. Contract preparation and development which includes identifying solicitation methods to acquire services, bid requirements, scope of work narrative as needed, exhibits, contract terms and conditions, verify funding sources and project budgets. Execute contract amendments as permitted in accordance with original contract terms and conditions. Oversee contracts with the CWPP. Serve as procurement specialist ensuring documentation requirements are met, prepare and process credit card purchases and purchase orders. Verify contractor invoices and payments following budget terms and conditions and invoicing standards. Check all documents for accuracy and conformance to State and contract laws, rules, and procedures. Serve as the liaison between Department of Parks and Recreation (DPR) Business Management Services and the district on procurement issues. Serve as District Small Business/Disabled Veteran Business advocate to assist in meeting state and department program participation requirements.	
20%	DISTRICT HOUSING COORDINATOR Assists management and administer various requirements of the employee housing program. Maintain the District housing database, process departmental housing forms in accordance with housing policies to execute and end lease agreements. Prepare lease termination notices as required and maintain related correspondence and receipts. Coordinates with the District	

	Maintenance Chief to schedule and conduct annual property inspections. Prepare and process annual Possessory Interest Tax reports to the county assessor's office.
20%	CONSULTATION Provide consultative services to district staff on contractor evaluation requirements, contracting out service justifications, cost-based savings proposals, non-competitive bid approval requests, term extension proposals, proposals seeking approval to use excessive subcontracts and/or approval to make a sole source subcontractor selection, accessing competitive bidding models, contract and procurement processes, and Policy Memorandums and Contract Division Alerts. Serves as liaison with the Department of General Services, DPR Contract and Business Services Offices, Risk Management, and Accounting for the purposes of completing solicitation, contract and/or purchasing documents. Confer with district staff in the early stages of acquisition process to ensure the procurement of Non-IT and IT Goods and Services is completed in a timely and appropriate manner.
10%	FISCAL MANAGEMENT AND PLANNING Develop, monitor, manage, and analyze the allocations and expenditures/encumbrances for Sonoma Mendocino Coast District. Perform continuous budgetary reviews and maintain control for appropriations through position review and expenditure analysis. Prepare quarterly and/or monthly expenditure reports and track deadlines. Assist in performing research and analysis related to long-range planning and operating expense spending patterns/plans for the district. Respond to departmental and Department of Finance budget drills and requests. Assist with the preparation of budget change and concept proposals and special requests as needed.
10%	TRAINING AND ADMINISTRATIVE SUPPORT Assist management by providing basic on-the-job and formal training among administrative staff. Provide technical knowledge of procurement, contracts, and budgets to administrative and district program staff. Act as a team resource in all aspects of procurement. Develop and maintain administrative policies and procedures related to budgets and procurement. Research, analyze, and recommend areas of improvement to district procedures for budgeting, contracts, and procurement.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Primarily work in office setting sitting or standing at a desk using computers and other typical office equipment. Periodically is out in the field for project meetings, pre-bid conferences, and state housing inspections at various park locations.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required.	

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE