

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-769
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Contracts & Purchasing/Contracts Management Services Section/Contracts Management Unit D

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by independently performing the more responsible, varied, and complex technical analysis and coordination for the development of the more complex contracts.

The Analyst II is responsible for administering the Division's contracts. This position provides contract expertise and services by performing the more responsible, varied, and complex analytical work to assist all levels of staff within the Division. This incumbent must have knowledge and ability to interpret various reference sources applicable to contracts including Public Contract Code,

Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the State Administrative Manual. The Analyst II will interact in a multi-disciplinary team environment and may be asked to work in a lead capacity.

The incumbent works under the direction of the Supervisor I (SUP I), of the Contracts Management Unit D.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

35% Independently provides technical guidance and consultative assistance for the service contract and grant administration functions of multiple Departmental programs whose contract types are less common and of greater complexity. Performs research and analysis to gain a basic understanding of the goals and contractual needs of the assigned CDPH programs, which includes: cost reimbursement direct services/subvention contracts and grants; business, consultant, and personal service contracts; college foundation agreements; incoming fund contracts; information technology (IT) contracts; interjurisdictional exchange agreements; and interagency, public college and university agreements.

Objectively studies and analyzes drafts, and finalizes new, renewal, and amendment contracts and grant agreement packages prepared by CDPH program staff and develops timely findings and written recommendations for altering and improving those packages to secure Departmental and control agency approval. Reassesses items that appear incomplete, misassembled, inadequate, and/or fail to substantially comply with contract policies; investigates root causes for such deficiencies and returns materials to program staff with recommended work-around options and constructive correction instructions.

Creates an automated record of the draft agreements in the Contract Management Unit's (CMU's) Draft Tracking Log. As needed, will assist program staff in the completion or correction of contract forms and development or correction of contract exhibits. As needed, responds to draft and final contract status inquiries. Escalates the most complex corrections or issues to the SUP I for review.

20% Provides technical advice and consultative services to programs on complex topics including, but not limited to: location, selection, and use of contract models; fillable form location and usage requirements; scope of work development requirements and format options; budget content, format, and calculation requirements; optional contract exhibit use; contract language options and usage applicability; advance payment, prospective payment, and cost reimbursement requirements; benefits of Public Contract Code exemptions; requirements of nonprofit organization

student contracts; Administrative Relief options and applicability; Cooperative Agreement and Direct Services Act requirements; requirements for submitting competitive bid award documentation; and documentation requirements for use of Disabled Veteran Business Enterprise (DVBE) firms. Acts a liaison with CDPH's assigned Department of General Services (DGS) attorney to coordinate corrections and/or approval of CDPH contracts transmitted to DGS for approval. Signs and certifies the accuracy of the content of Agreement Summaries (STD 215s) and provides guidance on the Financial Information Systems of California (FI\$Cal) purchase order process, to ensure funding accuracy.

Independently researches, analyzes, interprets, and communicates complex contract related laws, regulations, policies and procedures appearing in various resources including the Public Contract Code, State Contracting Manual, applicable control agency websites, State Administrative Manual management memos, CDPH Administration Division Information Memos, CMU contract and bid models, CDPH Intranet web pages, CMU bulletins, Health Administrative Manual, California Code of Regulations, and CDPH program statutes. Researches, reviews, and applies current Departmental contract approval requirements and occasionally research Federal policies affecting Federally funded contracts and grants.

- 15% Provides advice and technical assistance to program staff on solicitation documents to ensure the appropriate process is used, e.g., Non-Competitive Bid (NCB), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Application (RFA). Writes and distributes instructional guides to provide information and assistance to program staff for developing procurement documents. Directs program staff to the appropriate unit within the Division on the formal solicitation process.
- 10% Troubleshoots complex problem contracts returned unapproved by DGS and coordinates needed corrections with program staff. Prepares rebuttals and responses to DGS contract return notices. Conducts necessary research to follow-up on contracts that become stalled in the development or approval process. Coordinates and attends meetings with program staff as needed to discuss contract policies, requirements, or procedures. Provides hands-on contract training to new program staff.
- 10% Independently processes FI\$Cal Purchase Orders (PO) request for new contracts, contract amendment, grant agreements and encumbrance request through FI\$Cal. Uses the FI\$Cal system to create purchase orders to encumber funds, and ensures chart field codes are accurate, validates attachments are accurate prior to submission, monitors the status of the PO submitted by follow up, responds to inquiries, resolves issues, and relays updates to program staff and management.
- 5% Develops outgoing correspondence or edits and revises correspondence prepared by program staff. Provides direct support and backup assistance to other CMU analysts. Cooperates with Federal, State, and Departmental auditing staff. Collects or develops data to provide input and makes recommendations to revise or develop contract policies and procedures. Prepares the more complex bill analysis related to contract functions. Prepares ad hoc and/or mandated contract reports. Participates in group contract reviews and/or contract training presentations.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned. May be assigned to act in lead capacity in the SUP I's absence.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: NW

Date: 3/25/26