



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Analyst I	549-645-5157-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes	Contract Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District	400 Glen Drive, Oroville, Ca 95966	
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		
Under the supervision of the Supervisor II (District Administrative Chief), and collaboration with the Analyst II, the Analyst I provides analytical services for the district's contracting process including encumbrance management and project budgeting. This position performs contract procurement functions and conducts research on procurement-related issues and interprets code sections and regulations to provide information to program managers. The incumbent will provide functions related to the district and all fourteen of its beautiful park units, one State Vehicle Recreation Area (SVRA), and Administrative Office within the District. These park units span across nine counties and include Lake Oroville, Bidwell-Sacramento River, Bidwell Mansion, Woodson Bridge, Shasta State Historical Park, Burney Falls, Castle Crags, Clear Lake, Ahjumawi Lava Springs, William B. Ide Adobe, Weaverville Joss House, Anderson Marsh, Colusa Sacramento River, Sutter Buttes, and Clay Pit SVRA. The incumbent may be required to travel on occasion. The reporting location for this position is at the District Administrative Office located at 400 Glen Drive, Oroville CA 95966.		
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%	Contracts and Agreements In collaboration with the Analyst II, prepares and processes contracts including Agreements for public works, services, interagency, incoming funds, and consulting contracts. Working with project managers, determines appropriate contracting method and process in accordance with contracting laws, rules, policies and procedures; prepares and distributes bid packages; advertises contracts when appropriate; monitors and evaluates contractor's performance and adherence to contract provisions; prepares and processes amendments to contracts and, in coordination with Department Headquarters contracts and legal staff, enforces cancellation clause of contracts due to noncompliance by contractors or seeks other remedies for unsatisfactory performance. Properly apply all laws, rules and Department procedures pertaining to the advertisement, bid and award of contracts. Acts as liaison with staff in the Contract Services Unit in Headquarters. Analyzes procurement documentation to provide recommendations to management for obtaining resolutions to bidder protests. Evaluates contract change documents and makes recommendations to management. Conducts bid openings, performs bid evaluations, and determines the award of the contract. Maintains contract logs with accuracy. Tracks current contracts for expiration dates and prepares new solicitations to provide seamless ongoing services. Ensures the ongoing validity of all contracts by ensuring all insurance	

	and bond requirements are kept current. Prepares and processes documents related to the encumbrance and dis-encumbrance of funds related to contracts, including the preparation of contract payment spreadsheets. Daily use of Microsoft Office Suite and Adobe Pro.
35%	Fiscal Management Prepares and processes documents related to the encumbrance and disencumbrance of funds related to contracts, including the preparation of contract payment spreadsheets, and processing of the more complex contract payments. Utilizes FISCAL to manage encumbrances for the best possible utilization of the district funds. Prepare reports and updates payment log regarding fund balances and communicates with Project Managers, Supervisors and Management regarding project budget status and issues. Assist with generating reports on funds associated with the Federal Energy Regulatory Commission (FERC) contract to track expenditures and prepare backup documentation to accompany the contract invoice for Department of Water Resources.
15%	One-Time Service Agreement Reviews and prepares One-Time Service Agreements (DPR-285) for completeness and to verify document is within contracting rules and regulations, and all required documentation is retained. Maintain tracking log to ensure appropriate payment method and within the policy of the agreements. Create and provide training to field staff annually and as needed.
10%	General Administration Travels to and attends seminars and training courses to remain current on policies, practices and laws in contract processing and procurement. Provides training for Northern Buttes District staff regarding contract and procurement processes. Generates and keeps current desk manuals related to contracts and office operations. Arranges for maintenance and repair of office equipment, including copiers at the District Office/Lake Oroville Sector complex. Maintains a good working relationship with the public, vendors, and district staff. Completes other tasks assigned by Supervisor.
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	
Office environment with daily use of a computer and a variety of software applications. Occasional travel is required and may work outside of the office on occasion.	
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