

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position <u>Contracts Analyst</u>								
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Division and/or Subdivision <u>Fiscal Services,</u> <u>Business Services Office (BSO), Contracts and Grants</u>								
Percentage of Time Required	Location of Headquarters <u>West Sacramento</u>								
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	Class Title of Position <u>Analyst II</u>								
45%	Position Number <u>541-028-5393-771</u>								
Under the direction of the Supervisor I, the Analyst II will be a part of a team that is responsible for maintaining the effective administration and processing of all CAL FIRE contracts under the purview of the Business Services Office (BSO). The Contracts Analyst is responsible for journey-level contract processing for assigned departmental programs and regions. Duties include but are not limited to:	Effective Date <u>January 1, 2026</u>								
<u>Contracting Functions:</u> *Develop, review, analyze, write, amend, and process more complex service contracts for the department utilizing State competitive bid processes, for example but not limited to Request For Proposal (RFP) and Non Competitive Bid (NCB). *Analyze and provide final departmental review of contracts requiring control agency approval. *Ensure assigned contract coordination responsibilities and activities conform to contracting laws, rules, policies, and regulations such as State Contracting Manual (SCM), State Administrative Manual (SAM), Government Codes (GC), and Public Contract Codes (PCC). *Develop and provide contract training to internal BSO staff and other departmental employees. *Act as lead to provide expertise and consultation to team members and to stakeholders related to contracting policies and procedures. *Coordinate and communicate with BSO Management, CAL FIRE Units, Programs, Regions, and Department of General Services (DGS), Office of Legal Services, and Office of Risk and Insurance Management to resolve complex contract issues. *Research and develop issue papers on complex program issues with recommendations to management. *Manage and maintain the electronic bid process. *Work as lead and/or with other team members to ensure departmental compliance with terms and conditions of Department of General Services (DGS). *Research and interpret Federal and State procurement laws, rules, and regulations. *Consult with BSO managers and staff regarding BSO policy and procedure. *Assist BSO Management in monitoring and implementing the more complex changes to policy, procedures, etc. *Provide expertise and consultation to departmental staff related to State procurement policies and procedures. *Use various resources, such as but not limited to; SCM, SAM, GC, PCC, research and respond to queries from departmental staff on all aspects of appropriate procurement and procedures. *Consult, report, and advise Management on sensitive issues related to departmental liability and risk. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.									
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.									
Job qualifications and/or conditions of employment:									
"We have discussed this document in its entirety and understand the duties of this position."									
<table border="0"> <tr> <td>Employee Signature _____</td> <td>Date _____</td> <td>Supervisor Signature _____</td> <td>Date _____</td> </tr> <tr> <td>Personnel use only</td> <td>☐ Posted to Directory</td> <td colspan="2">Initials and date _____</td> </tr> </table>		Employee Signature _____	Date _____	Supervisor Signature _____	Date _____	Personnel use only	☐ Posted to Directory	Initials and date _____	
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Percentage of Time Required 35%		Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. <u>Related Functions:</u> *Research and develop issue papers on complex program issues with recommendations to management. *Assist Certified Small Business (SB), Micro, Disabled Veteran Business Enterprises (DVBE), and those businesses operating in economically distressed areas of the State to do business with CAL FIRE. *Provide input or guidance to develop and revise resources (as necessary), including but not limited to the 2500 Contracts Handbook. *Serve as a lead instructor teaching teams for contract-related training. *Perform preliminary review and analysis of proposed legislation. *Perform specific research and/or prepare special reports as requested. *May participate in task groups, stakeholder groups and other departmental committees. *May act as team lead on assigned projects. *Manage BSO Contract mailbox including contract intake. *Maintain and coordinate the Contracts Analyst Tracking System (CATS). <u>Financial Information System for California (FI\$Cal) Functions:</u> *Prepare and process documents related to FI\$Cal. *Assist staff with a variety of FI\$Cal functions, including but not limited to, creating Shells/Purchase Orders (POs), dispatching POs, add and update vendors, update amendments and funding changes, and disencumbering. *Other job-related duties as assigned. Desirable Qualifications • Bachelor's Degree in related field	
15%			
5%			
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