

State of California - Department of Social Services

PROPOSED DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-908-5157-702

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Adult Programs Division / Fiscal, Appeals & Benefit Programs Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Fiscal & Administrative Bureau/ Contracts Unit

SUPERVISOR'S NAME:

Jennifer Perrin

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☒ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT

The Mission of the Contract Unit (CU) is to provide administrative and financial oversight activities for over 40 + contracts for the Adult Program Division (APD)

CONCEPT OF POSITION:

Under the supervision of the Contracts Unit Supervisor I, the Analyst I, Contract Analyst, will perform analytical assignments such as the evaluation and planning of procurement of non-IT and IT contract needs. The Contract Analyst will work with CDSS Contracts and Purchasing Bureau to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work, Evaluation Criteria and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. Analysts at the Analyst I level are expected to provide above standard levels of customer service to fellow CDSS staff and outside sources. The Analyst I will attend training and apply that knowledge on the job. Complexity of work will increase with experience and time on the job. The Contract Analyst is the APD representative responsible for administering the contract process and monitoring the contractor's performance.

A. RESPONSIBILITIES OF POSITION:**Essential Functions:**

40% Perform activities involved with the development and execution of contract agreements and amendments. Under the general direction of the Supervisor I, submit the Requests for Contracts Services (GEN 704). Understand and apply the requirements in the State Contracting Manuals, the State Administrative Manual, and Government Code 19130 Justification for contracting services. work with the Supervisor I to negotiate and establish contracts priorities with the CDSS Contracts and Purchasing Bureau. Point of contact between APD and the Contracts and Purchasing analyst assigned to the contract regarding issues or problems.

20% Work with the Supervisor I to monitor the progress of work to ensure that services are performed according to quality, quantity, objectives, time frames, and manner specified in the contract; e.g., review progress reports and interim products. Ensure that all work is completed and accepted before the contract expires.

15% Analyze and monitor Branch Contract expenditures and resolve any related contract issues. Review invoices to substantiate expenditures for work performed prior to approving them. Ensure the invoice contains the contract number, reporting structure and service location numbers and is forwarded for payment in a timely manner. Ensure that there are sufficient funds to pay all services rendered as required by contract. Also ensure that funds are available if there is a change in the funding source specified in the contract. Identify low spending levels and consider partial disencumbrance and reassignment of funds. Verify that the Contractor has fulfilled all requirements of the contract before approving the final invoice.

10% Provide necessary information to develop Invitations for Bids (IFB), Request for Offers (RFO), and Request for Proposals (RFP) for services that may require extensive clarification and structure prior to the administration of the bid and contract award process.

10% Meet and consult with Departmental managers and staff regarding contract development, issue resolution, regulations, policies and procedures as they apply to contracts in APD.

Marginal Functions:

5% Special Projects and other duties as assigned that are related to the Contract Unit.

A. SUPERVISION RECEIVED:

The Analyst I is directly supervised by the Contract Unit manager (Supervisor I) but may receive functional supervision and training from Analyst II in the Unit. It is expected that the Analyst I will be able to perform their routine duties with substantial independence within six months.

B. ADMINISTRATIVE RESPONSIBILITY:

None.

C. PERSONAL CONTACTS:

The Analyst I will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

D. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

E. OTHER INFORMATION:

The Analyst I must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure. The Contracts Analyst is expected to be able to handle multiple tasks and priority assignments.

State of California - Department of Social Services

PROPOSED DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-908-5393-702

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Adult Programs Division / Fiscal, Appeals, & Benefit Programs Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Fiscal and Administrative Bureau / Contracts Unit

SUPERVISOR'S NAME:

Jennifer Perrin

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☒ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Contracts Unit (CU) is to provide administrative and financial oversight activities for over 40+ contracts for the Adult Programs Division (APD).

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II, Contract Analyst, acts as a contracts specialist for the Adult Programs Division (APD) and performs all duties associated with the procurement of non-IT and IT contracts by undertaking the more complex assignments associated with APD's contract needs. The Contract Analyst will work with CDSS Contracts and Purchasing Bureau to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work, Evaluation Criteria and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. The Contract Analyst is the APD representative responsible for administering the contract process and monitoring the contractor's performance.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

25% Perform activities such as create and refine statements of work, budgets, and various forms, as necessary, involved with the development and execution of all the contracts for the APD including amendments. Understand and apply the requirements in the State Contracting Manuals, the State Administrative Manual, and Government Code 19130 Justification for contracting services. Submit the Requests for Contracts Services (GEN 704) to the CDSS Contracts and Purchasing Bureau. Point of contact for APD with the Contracts and Purchasing analyst pertaining to the contract issues or problems.

20% Provide scope of work information, duration of workload, potential bidder qualification requirements, and budget amounts in order to develop Invitations for Bids (IFB), Request for Offers (RFO), and Request for Proposals (RFP) for services that may be complex and require extensive clarification and structure prior to the administration of the bid and contract award process.

20% Monitor the progress of work completed through the contract to ensure that services are performed according to quality, quantity, objectives, time frames, and manager specified in the contract; e.g., review progress reports and interim products. Ensure that all work is completed and accepted before the contract expires.

20% Analyze and monitor Branch Contract expenditures and resolve any related contract issues. Review invoices to substantiate expenditures for work performed prior to approving them. Ensure that invoices contain the contract number, reporting structure and service location numbers and is forwarded for payment in a timely manner. Ensure that there are sufficient funds to pay all services rendered as required by contract. Complete appropriate forms to move or otherwise make available all applicable funds including a change in the funding source specified in the contract. Identify low spending levels and consider partial disencumbrance and reassignment of funds. Verify that the Contractor has fulfilled all requirements of the contract before approving the final invoice.

10% Meet and consult with Departmental managers and staff regarding contract development, issue resolution, regulations, policies and procedures as they apply to contracts within APD.

Marginal Functions:

5% Special projects and other duties as assigned that are related to the Contracts Unit.

B. SUPERVISION RECEIVED:

The Analyst II works independently and receives general supervision and direction from the Contract Unit Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The Analyst II must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure, and work with minimum direction individually and in a team setting. The Analyst II is expected to work independently with minimal supervision, produce completed staff work and provide the CDSS management team with solutions to complex contract issues.