

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
SAN DIEGO
DUTY STATEMENT**

Name:

Job Title: Analyst II

Working Title: Budget/Facilities/Contract Analyst

Position number: 420-037-5393-xxx

STATEMENT OF DUTIES: Under the general direction of the Supervisor II (Office Manager) (OM) for the San Diego office, the Analyst II is responsible for performing a wide variety of complex, technical and analytical staff work, as well as policy review and program development and evaluation within the Division of Administrative Services/Legal Support Operations, San Diego Attorney General's Office. The position is responsible for aiding the OM in evaluating and analyzing the office's contract justifications and contractual agreements, budget, and facilities/space analysis and planning.

SUPERVISION RECEIVED: Reports directly to the Supervisor II (OM).

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule (at a determined point during the probationary period), i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines.

ESSENTIAL FUNCTIONS:

30% Utilize the DOJ Accounting Information System (AIS) to ensure contract billing accuracy; monitor contract balances and ensures appropriate funding is available; amend contracts to encumber additional funds as needed and disencumber unspent funds each fiscal year. Gather and analyze budget and contract expenditure data and provide management with summaries of projected expenditures and adequacy of funds to ensure the San Diego office stays within its budget allocations. Conduct analysis of the current year budget expenditure and prepares budget projections and recommendations to management for the next fiscal year. Directly oversee the procurement of all major equipment for the San Diego office; prepares and submits written proposals and justifications to management in support of the acquisition of specific equipment; research new technology options and provides written recommendations to management regarding potential purchase and implementation in the San Diego office. Prepares monthly reports

for the OM regarding all office expenditures and makes recommendations to ensure expenses are kept within allotted amounts.

- 30%** Work closely with program staff managers and the OM to identify contract needs and potential services that are appropriate for contract development; conduct research to identify potential vendors and determine reasonable costs; independently prepare bid specifications and solicits bids through the appropriate competitive processes (Invitation For Bid, Request For Proposal, etc.); prepares all contractual agreements required by staff in the San Diego office including copier maintenance, security for escort services, package tracking, radiation detection, parking, attorney/messenger and reprographic contracts. Perform bid openings and coordinate the award of contracts with the DOJ Contract Unit and the Department of General Services; ensure that contract services are provided as outlined in the contract; work directly with vendors to develop and implement solutions to identified problems; function as the in-house audit reviewer checking on the appropriate business practices of vendors to ensure compliance with policies, procedures and industry standards. Consult and advise other legal offices on contracting issues, procedures and compliance. Prepare and deliver internal contract information and training to staff to ensure consistent use of the office's contracts.
- 20%** Liaison to the Facilities Unit; coordinator for office space needs requiring the evaluation of space allocations; assist the OM with developing criteria and plans for space utilization; identify and develop appropriate solutions and advises management on space planning and facility needs in the San Diego office. Develop and assist in preparation of space action requests associated with securing new space, special projects regarding critical facilities issues and for the repair and maintenance of occupied facilities. Prepare and develop conceptual floor plans, including modular furniture and appropriate square footage allocations, for management review relative to building repair, expansion, relocation, and alteration projects; communicate both verbally and in writing with executive, administrative, and Facilities staff as well as with the Building Managers in San Diego; conduct office bids and coordinate office moves; maintain space allocation data and prepare space utilization reports for OM, Budget Office, and Rent Schedule; coordinate and implement space planning special projects, to include contacting vendors to schedule alterations and/or repairs; inspect work under construction, recommend acceptance of contracted building maintenance and/or alteration work. Review monthly activity related expenditures and report potential problem areas to management. Review and analyze invoices submitted by contractors to ensure compliance with the terms of their related contracts.
- 10%** Conduct special complex analytical studies, prepare reports, complete projects and assignments independently and at the request of the OM and LSO Southern California Manager II, including in-depth analysis of various management methods, case load analysis in order to improve the effectiveness and efficiency of all business services workflow, reporting procedures, deployment of office technology and automation tools, preparation, editing and updating of Intranet website content, records management, and staffing ratios.

- 10%** Independently prepare sensitive and/or confidential correspondence for OM; and gather data for and draft office-wide email communications for the OM.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee Name (print)

Supervisor Name (print)

Employee Signature

Date

Supervisor Signature

Date