

Classification Title Analyst II	Board/Bureau/Division Bureau of Automotive Repair
Working Title Procurement Analyst	Office/Unit/Section / Geographic Location Administration Branch / Business Services Unit / Procurement and Contracts Management Unit / Rancho Cordova
Position Number 646-100-5393-800	Name and Effective Date

General Statement: Under the direction of the Supervisor I, the Analyst II performs complex analytical work in support of the Bureau of Automotive Repair's (BAR) procurement program. The incumbent independently manages a full range of procurement activities and serves as a technical resource on state procurement laws, policies, and procedures. The Analyst II shall exercise a high degree of judgement and independence in performing complex analytical assignments related to procurement planning, solicitation development, and compliance. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

90% (E) Procurement

Independently manage complex procurement activities from initiation through execution and closeout. Analyze and review procurement requests for completeness, accuracy, and compliance. Research and prepare the most critical and sensitive procurement packages and all related documentation, including justifications, cost comparisons, quotes, statements of work, exemptions, property tag requirements, etc., for BAR offices statewide. (60%)

Monitor purchase activities for compliance and consistency with applicable statutes, regulations, and policies. Maintain filing systems, electronic and manual, to keep files, documents, databases, etc. up to date and organized. Track changes in State laws and regulations pertaining to procurement and advise management on the impact of BAR's purchasing program. Independently respond, orally and in writing, to requests from the Executive Office and all BAR divisions for purchasing and procurement related issues. (10%)

Maintain purchasing guidelines, policies, and procedures for BAR offices statewide based on Department of Consumer Affairs (DCA) and Department of General Services (DGS) requirements. Assist BAR management in understanding and resolving complex and sensitive procurement issues. Interpret and explain a wide variety of purchasing related laws, regulations, and policies. (10%)

Review and compare vendor invoices to ensure completion of job and/or product specifications comply with agreed upon scope. Approve, route, and disseminate completed invoices as appropriate. Monitor invoices to ensure timely issuance of payments within guidelines set by DGS. (10%)

10% (M) Miscellaneous

Analyze data, conduct research, initiate correspondence, and write reports regarding various

organization, policy, and procedure issues as requested. Provide backup duties as needed. Brief management on research findings and make recommendations, identify alternatives, and identify potential impact of those recommendations and alternatives.

B. Supervision Received

The incumbent works under the direction of the Supervisor I but may receive direction from the Supervisor I (over Facilities, Fleets, and Mailroom), the Supervisor II and/or Executive Management.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has weekly contact with BAR management and senior staff regarding policies and procedures, reports and special projects. Daily contact with BAR staff, DCA Business Services Office management, and vendors regarding equipment specifications, invoicing, purchasing and asset management. Daily contact verbally and in writing to requestors throughout the purchasing process. Weekly contact with DCA regarding policies and procedures, reports, special projects, and program specific project specifications, as well as continual communications with control agencies regarding policy and procedure.

F. Actions and Consequences

The incumbent has a fiduciary responsibility to California's citizens and taxpayers to protect the state's interest as a whole and, in particular, to safeguard the resources of BAR. Failure to complete assignments could result in BAR not being able to fulfill responsibilities to other agencies, the public and industry which may hinder investigative procedures.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information

The incumbent must possess knowledge of the BAR organization and functional operations, the State Administrative Manual (SAM), the Purchasing Authority Manual (PAM), and the DCA Purchasing Handbook. The incumbent must also possess analytical techniques and tools and communicate effectively, both written and verbal. Proficient in using a personal computer, including various software packages such as Word, Excel and Access. Must work cooperatively with staff at all levels within the organization and with private vendors, meet deadlines while handling multiple tasks with varying timeframes, and possess the ability to work with a wide range of individuals in a tactful and courteous manner and use good judgment.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

This position is subject to Title 16, section 3830 if the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st within 30 days of leaving office.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Health & Safety analyst).

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised : 8/2026