



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Analyst II	326-312-5393-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Business Services/Procurement		R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
Vacant	SACRAMENTO	Xai Thao
POSITION DESCRIPTION		
The Mission of the Civil Rights Department (CRD) is to protect the people of California from discrimination in employment, housing, and public accommodations, and from perpetrations of acts of hate violence. Under the direction of the Supervisor I, the position of Analyst II supports CRD's mission by independently performing the more responsible, varied, and complex technical analysis and coordination for the development of the more complex solicitation contracts and purchase orders utilizing the Financial Information System for California (FI\$Cal). This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.		
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%	Provides analytical and technical assistance to program staff on solicitation documents to ensure appropriate process is used, e.g., Request for Proposal (RFP), Invitation for Bid (IFB), Request for Offer (RFO), Request for Quote (RFQ) and Non-Competitive Bid (NCB). Coordinates, develops, and prepares solicitation packages including posting within the Department of General Services (DGS) CalEProcure System. Processes contract shells/purchase orders utilizing the FI\$Cal module. Develops and distributes instructional guides to provide information and assistance to program staff for developing procurement documents for both Non- Information Technology (Non- IT) and Information Technology (IT) acquisitions. Provides informational tools, resources, and guidance to ensure utilization and compliance with Small Business Enterprise/Disabled Veteran Business Enterprise (DVBE) program requirements. Independently provides technical guidance and consultative assistance to multiple CRD Programs areas. Performs research and analysis to gain a basic understanding of the goals and programmatic solicitation and procurement needs of the assigned CRD programs. Attends meetings with departmental staff to provide guidance on State acquisition policies and procedures; technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Independently studies and analyzes drafts, and finalizes new, renewal, and amendment contracts/purchase orders packages prepared by CRD	



Duty Statement

	program staff and develops timely findings and written recommendations for altering and improving packages to secure Departmental and control agency approval. Develop options and take action to correct the receipt of unsatisfactory specifications submitted by program employees. Reviews documents (preliminary solicitations, purchase requisitions, required forms and correspondence) for correctness, errors, and form consistency; organizes and maintains procurement files. Creates draft solicitations and agreements and updates the CRD ticketing system (Zendesk) and maintains/updates tracking logs. Assists program employees in the development, completion or correction of contract forms and exhibits and responds to draft and final contract status inquiries.
35%	Provides technical advice and consultative services to Programs on complex topics including but not limited to, use of solicitation and contract templates, fillable forms, and usage requirements; scope of work development, requirements, and format options; budget content, format, and scoring/calculation requirements; advance payment, prospective payment, optional contract exhibit use; contract language options and usage applicability; benefits of Public Contract Code (PCC) exemptions; and requirements for submitting competitive bid award documentation including use of DVBE firms. Acts as a liaison with CRD's assigned DGS attorney to coordinate corrections and/or approval of CRD contracts submitted to DGS for approval. Certifies the accuracy of the content of Agreement Summaries and send to the Business Services Officer for signature (STD 213 & 215s). Independently research, analyze, interprets, and communicates complex contract related laws, regulations, policies, and procedures appearing in various resources including the Public Contract Code (PCC), State Contracting Manual (SCM), applicable control agency websites, State Administrative Manual (SAM) management memos, CRD Intranet web pages, California Code of Regulations, and CRD program statutes. Research, review, and apply current Departmental contract approval requirements.
15%	Develops outgoing correspondence or edits and revises correspondence prepared by program employees. Provides direct support and backup assistance to other procurement analysts. Collaborate with Federal, State, and Departmental auditing teams as needed. Collects or develops data to provide input and make recommendations to revise or develop contract policies and procedures. Prepares mandated contract reports. Participates in peer review of contracts/purchase orders. Creates/maintains and conducts procurement training presentations for all CRD employees.
10%	Troubleshoots complex problem contracts/purchase orders returned unapproved by DGS and coordinates corrections with program employees. Prepares rebuttals and responses to DGS contract/purchase orders return notices as well as any contract protests. Conducts necessary research to follow-up on contracts/purchase orders that become stalled in the development or approval process. Coordinates and attends meetings with program employees as needed to discuss contract policies, requirements, or procedures. Provides hands-on procurement training for new employees.
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.



Duty Statement

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively and establish and maintain cooperative working relationships with coworkers and members of the public and display excellent customer service.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instructions and established procedures to produce completed staff work.
- Demonstrated Knowledge of DGS State Administrative Manual and State Contracting Manual.
- Ability to effectively manage numerous high priority projects and meet deadlines.
- Demonstrated knowledge of Fi\$Cal process and functionality in relationship to procurement.
- Ability to use discretion and tact when interacting with multiple levels of staff and management.
- Demonstrated knowledge of project planning techniques and risk analysis.

TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without reasonable accommodation.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires that ability to effectively handle stress, and work in a fast-paced environment.
- May be required to transport boxes or office equipment and supplies with the use of a hand truck, pushcart, or other necessary means.
- Requires the ability to complete tasks that typically may require making repetitive hand movements and bending in the performance of daily duties, without reasonable accommodations and modifications to facilitate such tasks.
- Requires punctual and regular attendance.

This position may require travel (day visits and/or overnight) to the CRD statewide office locations and various control agencies

TELEWORK DESIGNATION:

This position is designated as telework eligible-hybrid.

SPECIAL REQUIREMENTS:

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