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| <input checked="" type="checkbox"/> | <b>Current</b>  |
| <input type="checkbox"/>            | <b>Proposed</b> |

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|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Classification / Working Title</b><br>Analyst I / Contract Analyst                                         | <b>Employee Name</b>                                                                                |
| <b>Position Number</b><br>014-025-5157-009                                                                    | <b>Supervisor Name / Classification</b><br>Britni Wissler / Supervisor I                            |
| <b>Division / Branch / Unit</b><br>Administrative Services / Departmental Services<br>Branch / Contracts Unit | <b>Effective Date</b>                                                                               |
| <b>Collective Bargaining Unit Identifier (CBID)</b><br>R01                                                    | <b>Work Week Group (WWG)</b><br>2                                                                   |
| <b>Tenure</b><br>Permanent                                                                                    | <b>Timebase</b><br>Full Time                                                                        |
| <b>Physical CDFA Headquarters Location</b><br>1220 N Street, Sacramento, CA 95814                             | <b>Department Hyperlink</b><br><a href="#">California Department of Food and Agriculture - CDFA</a> |

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workspace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

**Division / Branch / DAA Information:**

The Departmental Services Branch (Branch) within the Administrative Services Division is responsible for all facets of CDFA's business operations, such as purchasing, contracting, leasing, state-owned facilities, property, assets, fleet, mailroom, records retention, and building security.

**Position Identification:**

Under the supervision of the Supervisor I, the Analyst I serves as a member of the Branch's Contracts Unit. The Analyst I will perform ongoing activities on an annual, biannual, weekly, or daily basis in support of Branch responsibilities and will maintain the integrity of federal and non-federal funds through contractual agreements.

**Special Requirements:**

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|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Conflict of Interest Filer (Form 700)                                   | <input type="checkbox"/> California Driver's License                                    |
| <input type="checkbox"/> Medical Clearance                                                       | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required                                          | <input type="checkbox"/> Field Work: ____%                                              |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____                                         |
- ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

**Essential Functions:**

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| 40% | <b>Contract Administration</b>                                                                                                                                                                                                                                                                                                                                                                                             |
|     | <ul style="list-style-type: none"> <li>Analyze, prepare, review, and process less complex Department Information Technology (IT) and non-IT service contracts, including competitive and non-competitive bid processes initiated by CDFA Divisions.</li> <li>Prepare correspondence and provide consultation and respond to questions from potential applicants, programs, and contractors on an ongoing basis.</li> </ul> |

STATE OF CALIFORNIA  
DEPARTMENT OF FOOD AND AGRICULTURE  
HUMAN RESOURCES BRANCH  
**DUTY STATEMENT**  
SO-92 (EST. 12/2025)

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|     | <ul style="list-style-type: none"> <li>• Review and prepare the less complex contractual agreements electronically or by hard copy as well as utilizing the Financial Information System for California (FI\$CAL) System.</li> <li>• Prepare the Department's less complex IT and non-IT service contracts, ensuring all statements of work, budgets, terms and conditions and supporting documentation are consistent with State Administrative Manual, State Contract Manual, California Government Code, Public Contract Code, Food and Agricultural Code, Department of Technology and Department of General Services (DGS) requirements.</li> <li>• Ensure all IT and non-IT service contracts are processed pursuant to the applicable delegated Department authority.</li> <li>• Provide guidance to programs in the review and feedback of programs' Request for Proposals (RFP) and Invitation for Bids (IFB) ensuring appropriate content, clarity, and compliance with applicable Federal and State regulations.</li> <li>• Research federal and state regulations and allowable cost principles to ensure the fiscal integrity of funds. Consult with Branch Management and grant analyst for federally funded contracts when needed.</li> <li>• Consult with and provide advice to programs on less complex contract related issues and appropriate contractual methods to assist in meeting program objectives and resolving issues.</li> <li>• Maintain and track contract files and bid packages electronically and hard copy as needed. Monitor the status of contracts through the approval process.</li> <li>• Serve as technical expert for Department in the areas related to the least complex contracts.</li> <li>• Work with the Branch management, consulting with the Department's assigned DGS attorney regarding less complex, pending, existing and future contracts as well as for guidance regarding the general contract processes as needed.</li> </ul> |
| 20% | <b>General Administrative Activities</b> <ul style="list-style-type: none"> <li>• Gather, review, analyze, and interpret data to assist Department in responding to public records act, Executive management and partner agencies and stakeholder requests.</li> <li>• Participate in the review and analysis of new regulations and/or policies affecting the Department and government agencies and development of a plan for implementation.</li> <li>• Respond to audits conducted by federal, state, or departmental auditors on contract administration.</li> <li>• Prepare and produce various reports for CDFA management, Executive Office and external and internal customers.</li> <li>• Identify and research problems, develop resolutions, and make recommendations to management for alternatives which best solve the less complex problems.</li> <li>• Participate in developing, conducting and coordinating Department annual trainings on contract processes and requirements to ensure all Department staff who prepare, administer, or manage contracts are aware of the most up-to-date rules, policies and procedures.</li> <li>• Attend trainings, workshops, or meetings specific to state contracting.</li> <li>• Work collaboratively with appropriate control agencies such as DGS in order to provide consultative services to Department management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 20% | <b>Contract Solicitation Activities</b> <ul style="list-style-type: none"> <li>• Perform and oversee all less complex pre-contract activities that include but are not limited to development of IFB and RFP, checklist, templates, and detailed instructions related to bid packages and competitive contract solicitation process.</li> <li>• Act as the Department's contract liaison during the competitive solicitation and review process.</li> <li>• Facilitate pre-bid and pre-award contract meetings, conduct bid openings, and evaluate bids for adherence of bid requirements and reasonableness of cost. Prepare award documents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>Research state regulations and make recommendations to management to be used in developing and updating program and Departmental policies.</li> <li>Participate in the development of policies and procedures related to contracts to ensure consistency, compliance, and conformity with various governmental agencies and Departmental policies and procedures.</li> <li>Participate in the development of policies, procedures, and guidelines that will govern Branch performance measurement and continuous quality improvement activities.</li> <li>Analyze, develop, and improve processes for effective contract administration.</li> </ul> |
| <b>Non-Essential/Marginal Functions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Other related duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Desirable Qualifications:</b> <ul style="list-style-type: none"> <li>Strong written and verbal communication skills for preparing clear, concise, and accurate documents and correspondence.</li> <li>Strong interpersonal skills and the ability to establish and maintain effective working relationships with staff inside the department.</li> <li>Ability to communicate clearly and professionally by phone, email, web-based platforms, and in writing to management, Branch staff, program staff, Financial Services Branch staff, Acquisitions Office staff, Executive staff, and the public.</li> <li>Strong organizational skills.</li> <li>Strong time management skills.</li> <li>Strong critical thinking skills used to analyze and evaluate issues and produce well thought out solutions.</li> <li>Knowledge and experience of applying laws, rules, and regulations.</li> <li>Ability to exercise good judgment, work well under pressure, and meet deadlines.</li> <li>Experience conducting in-person and virtual training.</li> <li>Knowledge of State of California contracting processes.</li> <li>Familiarity with the FI\$Cal system.</li> <li>Ability to utilize Microsoft Word, Excel, and PowerPoint</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Work Environment and Equipment Used:</b><br>The duties of this job are performed indoors. The employee's workstation is located inside the Branch and is equipped with standard office equipment. The employee's workplace is 1220 N Street, Room 120.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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**Employee Certification**

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including, but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

|                                                                                                                                 |                  |             |
|---------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| <b>Employee Name</b> (Print)                                                                                                    | <b>Signature</b> | <b>Date</b> |
| <b>Supervisor Statement:</b><br>I have discussed the duties outlined in the duty statement and provided a copy to the employee. |                  |             |
| <b>Supervisor Name</b> (Print)                                                                                                  | <b>Signature</b> | <b>Date</b> |

CC: Employee  
Official Personnel File  
Supervisor's Drop File