

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (CONTRACT COORDINATOR)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under direction, performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and, continually provide consultative services to management or others.

50% Develops format and assists hospital staff with advertising, bidding, and preparation of Standard Agreements and Interagency Agreements; reviews all Invitation for Bids (IFB) and Request for Proposals (RFP); and, executes the bid process in accordance with State contracting law, regulations, rules, and policies.

Interfaces with Department/Program Managers and negotiates with the contractor/vendor to develop applicable and pertinent scope of work and payment provisions. Advises staff regarding contract and service order process, policy, laws, and timeframes.

Responsible for development (maintenance/revision) of Department of State Hospitals – Napa contracts procedures training manual utilized by Department/Program Managers and their designees. Provides related consultation and training on legal contract procedures and preparation. Updates hospital staff regarding changes to ensure that the hospital remains in compliance with the laws and requirements set for or by the state.

Reviews, audits, and analyzes all bid packages and contractor bid proposals for compliance and determines contract award. Determines level of contract approval (i.e., agency, headquarters, or Department of General Services); and, proceeds and attains appropriate contract approvals.

Reviews all agreements for a form consistent with the goals and objectives of the request and compliance with state laws, regulations, rules, and policies.

Interfaces with internal and external control entities; and, negotiates with contractor/vendors and representatives of other agencies.

Maintains tracking system as to the progress of each contract. Works with Program/Department Managers for utilization of multi-year

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contracts as appropriate.

Monitors contract performance/compliance on projects throughout the contract period; provides consultation and recommendations to Department Heads regarding potential contract related problems; and, advises appropriate action for problem resolution. Responds to the Department of General Services – Office of Legal Support with documentation supporting the hospital's position if a protest hearing is scheduled.

Assures that the operation is in compliance with the State Administrative Manual, Public Contract Code, Disabled Veteran Business Enterprise (DVBE) Laws, Government Codes, Department of General Services, applicable statutes, regulations, and policies of the Hospital, Department of State Hospitals, and relevant governmental agencies, as well as State Licensing and Joint Commission standards.

30% Has regular contact with a wide variety of departments, other agencies, and private business entities.

10% Interfaces with Procurement staff in learning aspects of the day-to-day procurement functions. Provides assistance and back up to Procurement staff in the completion of daily tasks or special projects to support the department's efficiency, as needed. Provides training on aspects of the day-to-day contract functions to other personnel involved in Procurement and Contract operations. May act as lead in the absence of the Procurement Officer.

10% Other related duties as required.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Associate Governmental Program Analyst functions under the direction of the Staff Services Manager I (Supervisor).

3. SUPERVISION EXERCISED

The Associate Governmental Program Analyst (Contract Coordinator) acts as a lead to other classifications assigned to the contract process.

4. KNOWLEDGE AND ABILITIES

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KNOWLEDGE OF:

Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader, and appear before legislative and other committees.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

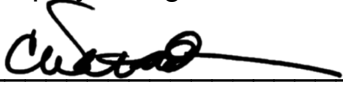
- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,

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- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
 _____ Supervisor Signature	Christine Watanabe _____ Print Name	7/3/26 _____ Date
 _____ Reviewing Supervisor Signature	Jed Urot _____ Print Name	7/6/26 _____ Date