

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A	
Position No: 573-230-5393-701	Date:
Class: Analyst II	Name:
Under the direction of the Chief of General Services (Supervisor I), the Analyst II will review, prepare, and monitor contracts/service orders for the Veterans Home of California – Yountville (VHC-Y). The incumbent will be responsible for tracking and analyzing contracts status, usage/expenditures, and trends. As a liaison with headquarters Office of Procurements and Contracts (OPC) and Capital Assets/Facilities and Construction Unit (CAFC), the Analyst II will promote and facilitate communication between VHC-Y and OPC/CAFC to effect timely contracts processing in compliance with applicable codes, regulations, and policies. The Analyst II will serve as a subject matter expert with regard to contracts processing, policies, and procedures.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Review VHC-Y contract packages (including service orders) for submission to OPC to ensure contract packages are completed in compliance with applicable codes, regulations, and policies. Work closely with service area chiefs (service chiefs) or designees to assist in developing contract documents, including scopes of work (SOWs), rate sheets, justifications, emergency declaration memoranda, etc. Apply applicable contracting regulations and processes. Provide technical assistance and consultation regarding contract development, processing, and management. Independently liaise with OPC/CAFC to determine appropriate contract approach, facilitate contracts processing and approvals, provide updates, obtain required information from VHC-Y service areas, research and resolve issues, and respond to contract related inquiries and requests for information. Monitor contracts email inbox and respond to inquiries promptly; manage inbox and maintain emails for files/records. Communicate effectively and professionally with vendors, control agencies, and departmental staff; work collaboratively with stakeholders to advance VHC-Y and department priorities.
25%	Log, track, and report status of VHC-Y contracts. Monitor contract expiration dates to facilitate timely submission of contract requests/amendments. Work with Budget and Accounting offices and service areas to resolve contract invoice discrepancies and process funds re-alignment requests. Develop and/or maintain tracking and reporting mechanisms; update recurring reports and develop ad-hoc reports; analyze utilization data and trends, identify issues, provide input regarding contract planning, and generate process improvement recommendations. Provide contract data/data analysis for drills, budget change proposals, surveys, fiscal projections, etc.
20%	Develop, implement, revise, and maintain policies and procedures for contract standards. Research best practices, evaluate processes for deficiencies/areas for improvement, and generate feasible procedural efficiencies. Maintain knowledge of current and emergent requirements and regulations; develop job aides, mechanisms, and procedures for contracts processing; and develop and conduct training and presentations.
10%	Lead and/or assist with other projects, workgroups, and tasks as needed. Develop talking points and briefing documents. Attend training and meetings. Prepare purchasing requests/request packages.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:			X		
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____