

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs	POSITION NUMBER (Agency-Unit-Class-Serial) 065-400-5157-8XX	MCR / HCR 1	
DIVISION / UNIT Administrative Support Section Contracts and Settlements Unit	CLASSIFICATION TITLE Analyst I		
	WORKING TITLE Contract Analyst		
	TIME BASE / TENURE Limited Term	CBID R01	WWG 2
LOCATION	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
The Office of Legal Affairs (OLA) provides legal advice to CDCR leadership to help ensure operations are conducted effectively and consistent with legal requirements. OLA attorneys anticipate legal issues and offer practical solutions and appropriately resolve legal disputes. They advise on representation of CDCR at prison monitoring tours, public contract law, accounting services, construction management, facilities planning, consultation on policy development, regulatory work, court compliance, risk management, employee discipline, as well as represent CDCR at administrative hearings for incarcerated individuals related to psychiatric medication and appointment of healthcare surrogates.			
GENERAL STATEMENT			

Under supervision of the Supervisor I, Contracts and Settlements Unit, the Contract Analyst is responsible for independently executing contracts and interagency agreements in compliance with Government Code Section 11040 and the State Contracting Manual and processing invoices for payment.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Analyze and revise contract documents and their amendments; ensure contracts and their amendments comply with applicable codes, policies, and procedures, meet operational and program requirements, and financial provisions are displayed in proper contract terms.
25%	Review contract payment requests and supporting documentation for validity; processes invoices for payment and prepare reconciliations and documentation for disputed invoices; identify, research, and resolve invoice and payment issues, and as necessary, inform management of issues and provide recommendations for resolution.
20%	Monitor contract processing status by the Office of Business Services, contract term end date, contract usage, encumbrances, and expenditures; inform and advise management, program staff, and contract vendors of the status of contract execution, usage, and approaching term end dates.
10%	Participate in meetings regarding contracts, data collection, Public Records Act (PRA) requests, and other areas in which the incumbent may be assigned; implement requirements placed upon OLA by other units; provide assistance and consultation to management and staff regarding Departmental policies and procedures.
5%	Manage and maintain accessible files using record keeping procedures; maintain knowledge of applicable regulations, law, policies, procedures, and proposed legislation affecting contracts and PRA requests; attend and complete annual mandatory training.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time; submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*

I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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Office of Legal Affairs	065-400-5393-8XX	1		
DIVISION / UNIT	CLASSIFICATION TITLE			
Administrative Support Section Contracts and Settlements Unit	Analyst II			
	WORKING TITLE			
	Contract Analyst			
	TIME BASE / TENURE	CBID	WWG	COI
	Limited Term	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION, VISION and COMMITMENT**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

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25%	Review contract payment requests and supporting documentation for validity; process invoices for payment and prepare reconciliations and documentation for disputed invoices; identify, research, and resolve invoice and payment issues, and, as necessary, inform management of issues and provide recommendations for resolution; provide contract law, codes, policies, and procedures research and analysis; assist program staff with contract issues; prepare memos and reports; act as a project/team leader; train employees.
20%	Monitor contract processing status by the Office of Business Services, contract term end date, contract usage, encumbrances, and expenditures; inform and advise management, program staff, and contract vendors of the status of contract execution, usage, and approaching term end dates.
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SUPERVISOR'S STATEMENT: • I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

**ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS**

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations locally or statewide as necessary.
- Knowledge of principles, practices, and trends of public and business administration and management and supportive staff services such as budgeting, personnel, and management analysis, government functions, and organization and methods and techniques of effective 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. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.
- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.
- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.
- Knowledge of computer, basic office equipment, hand-held computing devices, and scanning/copier equipment.
- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Supervisor I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.
- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness, and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively, and analyze written and numerical data accurately.
- All of the essential functions of the Analyst I and Analyst II require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

California Department of Corrections
Office of Legal Affairs

**ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS**

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

EMPLOYEE

SUPERVISOR

Print Name		Print Name	
Signature	Date	Signature	Date