

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-5393-VAR				
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Section Elk Grove		CLASSIFICATION TITLE Analyst II				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Supervisor I, the Analyst II performs the more difficult and complex analytical work in the acquisitions program. The Analyst II will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Correctional Health Care Services (CCHCS) in an ethical and professional manner. Incumbent must be able to travel to assigned institutions.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
40%	Processes, reviews, and recommends approval of the more complex non-Information Technology acquisition requests initiated by institutions, regions, and headquarters staff. Review the requests to assess accuracy, completeness, and compliance with all policies, as well as determine the best price value. Meet with program, budgets, and other support staff regarding justification, specifications, and scopes of work, and expenditures for health care goods and/or health care support services.					
30%	Independently develop solicitations, Request for Proposals, Request for Quotations, Request for Offers, and Invitation for Bids. Interpret and apply appropriate statutes, regulations, and state and CCHCS policies and procedures, to ensure that appropriate acquisition methods are used and that					

	laws and regulations governing state acquisition processes are followed. Independently complete more complex acquisition requests utilizing Non-Competitively Bid, Limit to Brand, and/or Purchase Estimate processes. Analyze and provide final CCHCS review of contracts requiring control agency approval. Ensure assigned contract responsibilities and activities conform to contract laws, rules, policies, and regulations. Make contract awards and develop contracts for goods and/or services. Utilize the Systems, Applications and Products (SAP), web-based contract management tools, to create and/or modify purchase orders and purchase requisitions, maintain supplier information, and process other SAP transactions.
15%	Act as liaison with various state agencies including the Department of General Services, Office of Legal Services, Procurement and Traffic Management Divisions, California Department of Corrections and Rehabilitation, Support Services Division, and suppliers/contractors who sell products or services to the State.
10%	Interview suppliers/contractors and their agents to determine if products/services meet CCHCS requirements. Investigate supplier complaints. Take necessary action to arrange for adjustments on incorrect, damaged, or substandard items and/or service performance.
5%	Generate and respond to correspondence from suppliers and other state agencies regarding acquisition procedures and/or issues affecting state acquisitions. Complete a variety of administrative assignments (e.g., data reports to control agencies, etc.). Perform other related duties as required. Incumbent must be able to travel to assigned institutions.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and leadership. <i>Ability to:</i> 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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees. DESIRABLE QUALIFICATIONS Strong analytical skills, decision-making, customer service, excellent oral and written communication, and interpersonal communication skills needed. Ability to multi-task and meet multiple deadlines in a timely manner; ability to conduct research and analysis utilizing available resources; ability to work with staff at all levels in the organization; and ability to organize/prioritize workload to meet demands. Knowledge of Microsoft Applications such as Word, Excel, Outlook and Visio. Knowledge of, or certifications in, emergency preparedness or business continuity. Work cooperatively with others, and maintain regular, consistent, and predictable attendance. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. 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.

	• 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.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-151-5157-VAR				
UNIT NAME AND CITY LOCATED Business Services Acquisitions Management Section Elk Grove		CLASSIFICATION TITLE Analyst I				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
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Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the supervision of the Supervisor I, the Analyst I performs the less difficult and less complex analytical work in the acquisitions program. The Analyst I will support and promote a positive work environment and productive relationships with all staff and stakeholders of the CCHCS in an ethical and professional manner. Travel may be required.

% 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. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

35%	Processes, reviews, and recommends approval of the less complex non-Information Technology acquisition requests initiated by institutions, regions, and headquarters staff. Reviews the requests to assess accuracy, completeness, and compliance with all policies, as well as determine the best price value. Supports and meets with program, budgets and other support staff and assist with justification, specifications, scopes of work, and expenditures for health care goods and/or health care support services.
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30%	Assist with the development of solicitations, Request for Proposals, Request for Quotations, Request for Offers, and Invitation for Bids. Assists in interpreting and applying appropriate statutes, regulations, and state and CCHCS policies and procedures, to ensure that appropriate acquisition
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15% 10% 5% 5%	methods are used and ensure in compliance with laws and regulations governing state acquisition processes. Assists in completing less complex acquisition requests utilizing Non-Competitively Bid, Limit to Brand, and/or Purchase Estimate processes. Assists with reviewing and analyzing the final CCHCS review of contracts requiring control agency approval. Track and monitors assigned contract responsibilities and activities conform to contract laws, rules, policies and regulations. Assists with contract awards and the development of contracts for goods and/or services. Utilizes the Systems, Applications and Products (SAP), web-based contract management tools, to create and/or modify purchase orders and purchase requisitions, maintain supplier information, and process other SAP transactions. Coordinate with state agencies including the Department of General Services, Office of Legal Services, Procurement and Traffic Management Divisions, California Department of Corrections and Rehabilitations, Support Services Division, and suppliers/contractors who sell products or services to the State. Assist with Interviewing suppliers/contractors and their agents to determine if products/services meet CCHCS requirements. Review supplier complaints, and suggests action to arrange for adjustments on incorrect, damaged, or substandard items and/or service performance. Review, evaluates and responds to correspondence from suppliers and other state agencies regarding acquisition procedures and/or issues affecting state acquisitions, and completes a variety of administrative assignments (e.g., data reports to control agencies, etc.). Performs other related duties as required. Travel may be required.
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