



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	Analyst II	549-805-5393-016
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Administrative Services	Contract Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contract Services	Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Contracts Manager, the Analyst II is responsible for administering the Division's contracts. This position provides contract expertise and services by performing the more responsible, varied, and complex analytical work to assist all levels of staff within the Division. This position must have knowledge and ability to interpret various reference sources applicable to contracts including Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the State Administrative Manual. The Analyst II will interact in a multi-disciplinary team environment, performing lead responsibilities.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Consultation Provides independent professional, technical assistance to all levels of Division staff as the subject matter expert in developing and processing contracts. This includes consultation during all phases of the contracting process and advise concerning such matters as exemption procedures, advertising, drafting of Invitation for Bids, Request for Proposals, Request for Qualifications, evaluation of bids and proposals, small business preference, disabled veteran business enterprise participation requirements, protest procedures, contract award, contract content, documentation requirements, and final processing. Consults with DPR Legal Office, DGS Legal Office, DGS ORIM, and the Attorney General's Office for research support, development of projects, contract approval, along with Contractor licensing and insurance issues.	
35%	Contracts Management Prepare contracts for various units, based on input from the originating unit. Determine and effect the necessary processing through final approval. Perform the technical, in-depth review and evaluation of all contracts and contract related documents to determine appropriateness, consistency and compliance with statutory, regulatory, and policy requirements. Identify any problem areas; recommend and develop possible solutions. Attend and/or lead job showing meetings with the public to discuss the contracting process and inquiries.	
15%	Data Management Maintain and update the computerized contract database. Independently prepare routine correspondence, respond to contract status inquiries both internal and external.	

10%	Coordination Serve as liaison between Contractors and Contract Services Unit during the contract review, approval, and implementation processes. Discuss and interpret necessary requirements, legal opinions and contract language.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Indoor office setting.		
TELEWORK DESIGNATION This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☒ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	Analyst I	549-805-5157-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Administrative Services	Contract Analyst	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Contract Services	Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Contracts Manager, the Analyst I is responsible for administering the Division's contracts. This position provides contract guidance and services to all levels of staff within the Division. This position must have a knowledge and ability to interpret various reference sources applicable to contracts including Public Contract Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the State Administrative Manual. The Analyst I will interact in a multi-disciplinary team environment, performing work of average difficulty, in a wide variety of consultative and analytical staff services assignments.		
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ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Consultation With guidance from the lead analyst, provide technical and first journey level assistance to all levels of Division staff as the subject matter expert in developing and processing contracts. This includes consultation during all phases of the contracting process and advise concerning such matters as exemption procedures, advertising, drafting of Invitation for Bids, Request for Proposals, Request for Qualifications, evaluation of bids and proposals, small business preference, disabled veteran business enterprise participation requirements, protest procedures, contract award, contract content, documentation requirements, and final processing. Consults with DPR Legal Office, DGS Legal Office, DGS ORIM, and the Attorney General's Office for research support, development of projects, contract approval, along with Contractor licensing and insurance issues.	
35%	Contracts Management Under supervision and lead of Associate level staff, prepare contracts for various units, based on input from the originating unit. Determine and effect the necessary processing through final approval. Perform the technical, in-depth review and evaluation of all contracts and contract related documents to determine appropriateness, consistency and compliance with statutory, regulatory, and policy requirements. Identify any problem areas; recommend and develop possible solutions. Attend job showing meetings with the public to learn about contracting process and inquiries.	

15%	Data Management Maintain and update the computerized contract database. Prepare routine correspondence, respond to contract status inquiries both internal and external.	
10%	Coordination Serve as liaison between Contractors and Contract Services Unit during the contract review, approval, and implementation processes. Discuss and interpret necessary requirements, legal opinions and contract language.	
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