

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: MH	Date: 01/01/2026
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-545-5393-XXX	Unit Procurement		
Class Title Analyst II	Location Atascadero State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No	CBID R01	Work Week Group 2	Class Ranges N/A

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Supervisor I or Supervisor II, the Analyst II acts as a Contract Analyst and is responsible for independently performing the more technical and complex contracting functions and higher-level analytical work associated with contract management and purchasing activities. The Contract Analyst performs all functions related to preparation, reviewing, processing, tracking, reporting and training in accordance with the Public Contract Code, Government Code, Military and Veteran's Code, Welfare and Institutions Code, State Administrative Manual, State Contracting Manual, Office of Legal Services (OLS) and Department of General Services (DGS) policies, and the Department of State Hospitals (DSH) guidelines and policy. Provides consultative services to managers, supervisors, and administrators of DSH – Atascadero Departments regarding additions, revisions, and omissions to current laws and regulations governing the State's procurement processes.

45%	Conduct research, create bids, and compose correspondence to complete the most technical and difficult competitive and non-competitive bid processes for goods and services. Utilize Cal eProcure and the Financial Information System for California (FI\$Cal) to advertise solicitations, research Leveraged Procurement Agreements (LPA) and Small Business, Micro-Business and Disabled Veteran Business Enterprise vendors, enter data into FI\$Cal for all goods and services purchased, and perform other functions as required. Review, analyze, and edit contract/purchasing requests, documents, scope of work and specifications (including estimated dollar amounts submitted), and justifications to ensure appropriate standard language is included and is applicable. Determine the appropriate solicitation method, whether a good or service, develop bid documents, i.e., Request for Offer (RFO), Request for Proposal (RFP), Invitation for Bid (IFB), Request for Quote (RFQ), Fair and Reasonable, Leveraged Procurement Agreement (LPA), Small Business Option, Non-Competitive Bid (NCB), etc. Obtain all required contract approvals from control agencies as required. Research and compose responses to requests and inquiries from prospective bidders, including addendums to RFQ's, IFB's, etc. Conduct official bid openings and base contract awards on the State's criteria for responsive, responsible bidders. Evaluate and determine validity of all bidding and supporting documentation submitted by potential Contractors, ensuring
-----	---

	successful contracting practices and avoiding protests. Compose and send out letters of recommendation, disqualification, intent and award, and responses to protests.
30%	Prepare and execute Non-IT Goods Purchases and Non-IT Services Contracts. Consult with and advise program and management staff on sensitive and/or complex issues advising them on legal requirements and limitations when developing goods and/or services contracts. Prepares and submits all appropriate documents required for each type of purchase/contract conducted including addendums, amendments, exhibits, and attachments in accordance with all laws, policies, procedures, purchasing authority, and guidelines. Research and evaluate compliance of processes and documentation as it relates to procuring. Create Purchase Orders and Contracts in FI\$Cal. Coordinate the execution of agreements and amendments through internal review and approval, and all external control agency reviews. Ensure all required documents (e.g., insurance certificates, resolutions, etc.) are included. Follow up with Departments, Agency or Contractor Representative, and/or other Procurement Analysts in cases where the supporting documents are incorrect, incomplete, or not submitted. Assist in the review and approval of event solicitations, purchase orders, and contract shells in FI\$Cal.
25%	Participate in DSH purchasing and contracting workgroup conference calls. Act as a liaison between DSH Sacramento and DSH-A to resolve questions, seek guidance to complex issues, and to assist in the revisions to DSH-ASH and DSH forms, procedures and manuals. Develop and disseminate new and/or revised purchasing and contracting procedures to program and management staff. Provide direction and training to Analyst I's, buyers, and contract managers related to medical invoice processing and the development and administration of goods and service contracts and in the use of FI\$Cal. Conduct audits, report findings, and present solutions and recommendations to management. Research, tabulate, and track data for preparation and submittal of Procurement reports. Assist in other areas as directed.
Other Information	Supervision Received: Supervisor I or Supervisor II Supervision Exercised: May act as lead in the absence of the Supervisor I KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Principles, practices and trends of public and business administration, management, supportive staff services, governmental functions and organization; and methods and techniques of effective communication and 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; 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; and coordinate the work of others, act as a team leader, and appear before legislative or other committees. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES
--	--

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Reviewing Supervisor's Signature

Date

Physical Requirements of Position
Analyst II (5393) Procurement

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public			X			
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					