

DUTY STATEMENT

Classification: Analyst II	
Working Title: Contract Analyst	
Program: Behavioral Health	
Division: Community Services Division	
Branch: Federal Grants Branch	
Section: Contracts and Fiscal Section	
Unit: Contracts Unit 1	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 806-452-5393-901
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Contracts Unit 1 Analyst II serves as the contract liaison between contractors and the Contracts and Fiscal Section (CFS) and the Federal Grants Branch (FGB), as well as between the CFS and the FGB and the Department of Health Care Services' (DHCS) Contracts Services Branch. Under supervision of the Supervisor I, the Analyst II develops, operationalizes, and administers federal grant-funded services and programs to reduce prevalence of Mental Health and Substance Use Disorder through the provision of prevention, treatment, and recovery activities. Additionally, incumbent performs oversight and monitors contractors and grant-funded programs to determine compliance with project, contract, plan, and agreement requirements, terms, conditions, and services; generates policies and procedures, as well as provides training and administrative support, as needed. Up to 25 percent overnight, statewide travel by airplane, train, automobile, or public transportation is required. Travel related duties may take up to a week at a time.	

Job Summary (cont):

The duties 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	Essential Functions
45%	The Analyst II serves as the contract liaison between contractors and the CFS and the FGB, as well as between the CFS and the FGB and DHCS' Contracts Services Branch; independently analyzes, develops, processes, and monitors contracts, county plans, and agreements with State departments, State and County agencies, private entities, and other organizations; ensures compliance with applicable laws, rules and regulations; develops Request for Applications (RFA) and Request for Proposals (RFP); reviews and scores responses to RFA's and RFP's; generates and processes new and amended contract, county plans, and agreement documents; reviews contractor and stakeholder reports; completes purchase orders; and performs contract closeout workload.
25%	Performs oversight and monitoring of contracted and subcontracted services, to include independent travel to contractor and subcontractor facilities to perform on-site reviews and inspections; evaluates financial documentation; analyzes administrative policies and procedures; and examines patient and employee records; prepares post-inspection reports documenting on-site and off-site review findings; reviews and approves correction action plans regarding deficiencies cited during on-site and off-site reviews; and interprets and applies laws, statutes, regulations, and standards to promote compliance. Liaises with other state and federal auditing and investigating entities. Travel related duties may take up to a week at a time.
25%	Organizes and attends stakeholder meetings and conferences; prepares written and verbal correspondence to State and Federal agencies, departments, organizations, stakeholders, contractors, and the general public; provides technical assistance to contractors and vested parties upon request; organizes staff training; develops staff training materials; files documentation according to the Unit's policies and standards; performs updates to the Unit's policies and procedures; and ensures all public facing documentation conforms with Americans with Disabilities Act standards. Assists with special grant and contract projects and assignments, as needed. Performs Officer of the Day duties as scheduled monthly, to include evaluating and acting upon informational and technical assistance requests, monitoring project inboxes and facilitating appropriate responses to inquiries; and developing the Officer of the Day schedule.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Act as backup for other staff and perform analytical duties to meet workload demands, as needed.

Supervision Received: Under Supervision by the (enter supervisor classification):

Supervisor I _____.

Supervision Exercised: (check all that apply) ☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

Analytical Skills: Ability to analyze data and assess program effectiveness, contractor performance, and adherence to project goals and objectives.

Attention to Detail: Strong attention to detail in reviewing contracts, reports, and other program documents to ensure accuracy and adherence to regulations.

Problem-Solving Skills: Ability to identify issues and proactively develop solutions in a fast-paced, regulated environment.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☒ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Stephanie Grzovic

Analyst Signature:

Stephanie Grzovic

Digitally signed by Stephanie Grzovic
Date: 2026.02.25 14:33:11 -08'00'

Date:

02/25/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: 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 a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: