

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst I

POSITION NUMBER:

800-543-5157-706

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CFSD-Safety Prevention and Early Intervention Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Central Ops-Contracts Coordination Unit

SUPERVISOR'S NAME:

Lauren Young

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Fingerprint Clearance (DOJ/FBI)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Central Operations Management Organization (Central Ops) is dedicated to building a high performing work environment in the Children and Family Services Division (CFSD) where staff, customers, stakeholders, and business partners are respected and valued; the result of an organization where service, support and integrity foster relationships and the way we do business.

The Contracts Coordination Unit (CCU) provides Division-wide consultative support on all aspects of the state contract process.

The goal is to ensure consistency, compliance, and efficiency across all contract-related efforts within CFSD.

CONCEPT OF POSITION:

Under the supervision of the CCU Supervisor I, the Analyst I, Contract Analyst, will perform analytical assignments such as the evaluation and planning of contract needs. The Contract Analyst will work with the Contract and Procurement Services Branch (CPSB) to develop and assess standard state solicitation documents, standard state contracts documents, contract budgets, Scopes of Work, stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. Analysts at the Analyst I, level are expected to provide above standard levels of customer service to fellow CDSS staff and outside sources. The Analyst will attend training and apply that knowledge on the job. Complexity of work will increase with experience and time on the job.

A. RESPONSIBILITIES OF POSITION:

30% Under supervision, meet and consult with departmental managers and staff regarding the development of less complex contracts and agreements, basic issue resolution, and interpretation of regulations, policies, and procedures. Assist in creating and refining Statements of Work, preparing budget details, and drafting required forms for development and execution of contracts, Interagency Agreements (IAs), and Memorandums of Understanding (MOUs), including amendments. Prepare and submit Requests for Contract Services (GEN 704) to the CDSS Contracts and Financial Analysis Bureau under guidance. Serve as support liaison for CFSD on less complex contracts by coordinating communication and escalating issues as needed. Assist with coordination of panel review members and participate in proposal review panels following evaluation guidelines and rating criteria defined by the CDSS Contracts Bureau.

30% Under supervision, analyze and monitor CFSD contract expenditures and Spending Plans and support resolution of related contract issues. Pull expenditure and encumbrance reports in Fi\$Cal as requested. Coordinate with the CFSD Budget Analyst II to support tracking of contract expenditures and funding sources for Local Assistance funding. Prepare draft statistical and expenditure reports for management.

20 % Under supervision, monitor less complex contracts for expenditures. Conduct initial invoice reviews, verify documentation, and confirm work has been completed according to contractual specifications. Substantiate expenditures prior to recommending invoice approval and ensure invoices are forwarded for payment in compliance with the Prompt Payment Act. Confirm sufficient funds exist for payment of services. Complete forms to adjust or make funding available, including funding source changes, as directed. Identify low spending levels and recommend partial disencumbrance or reassignment of funds. Verify contractor fulfillment of requirements before recommending approval of the final invoice.

15% Under supervision, perform quality review analysis of contract and agreement documents to ensure compliance with departmental formatting and documentation standards prior to submission to CPSB. Assist in developing and maintaining procedures and processes for CFSD staff related to contract documentation preparation. Schedule and facilitate regular meetings with Contracts and Procurement Services Branch, Budget Bureau, Fiscal Forecasting, and other CDSS partners to support contract and funding monitoring, escalating technical issues as needed.

5% Perform other special projects as requested by the Supervisor I, Bureau Chief, or Branch Chief.

B. SUPERVISION RECEIVED:

The Analyst I, is directly supervised by the Contract Coordination Unit Supervisor but may receive functional supervision and training from Analyst II's, in the unit. It is expected that the Analyst I, will be able to perform their routine duties with substantial independence within 12 months.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst I, will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The Analyst I, must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure. The Contracts Analyst is expected to be able to handle multiple tasks and priority assignments.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-543-5393-704

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

CFSD-Safety Prevention and Early Intervention Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Central Ops-Contracts Coordination Unit

SUPERVISOR'S NAME:

Lauren Young

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
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- ☒ Other *(Explain below)*

Fingerprint Clearance (DOJ/FBI)

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DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Contracts Coordination Unit (CCU) is to provide administrative and financial oversight activities for CFSD Contracts

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II, Contract Analyst, performs the more complex assignments associated with the Children and Families Service Division (CFSD) contract needs. The Contract Analyst will work with CDSS Contracts and Financial Analysis Bureau to develop and assess standard state solicitation documents, standard state contracts documents, Scopes of Work, Evaluation Criteria, and stay current on all contracts related broadcasts and new legislative policies as mandated by the state's control agencies. The contract analyst will monitor contract expenditures and ensure performance is met before invoice processing.

A. RESPONSIBILITIES OF POSITION:

45% As a lead contract coordinator for the most complex contracts for the Division, evaluate contract requests and provide consultative services and recommendations to program staff regarding the planning, budgeting, and procurement activities to execute the contract. Coordinate effort to ensure CFSD Contract packages are submitted timely for renewal, and assist in resolving any issues pertaining to not meeting renewal deadlines. Meet and consult with Division managers and staff regarding contract development, issue resolution, regulations, policies and procedures. Create and refine statements of work based on thorough analysis of business need and expectations. Analyze budget needs and funding sources, and complete various forms as necessary for the development and execution of contracts, Interagency Agreements (IAs), and Memorandum of Understandings (MOUs), including amendments for such documents. Prepare and submit the Requests for Contracts Services (GEN 704) to the CDSS Contracts and Procurement Bureau. Serve as liaison and point of contact for CFSD with the Contracts and Procurement Bureau pertaining to issues or problems associated with complex contracts. Provide scope of work information clearly describing the program needs and expectations, duration of workload, potential bidder qualification requirements, and budget amounts in order to develop Invitations for Bids (IFB), Request for Offers (RFO), and Request for Proposals (RFP) for services that may be complex and require extensive clarification and structure prior to the administration of the bid and contract award process. Coordinates panel review members as necessary during the contract review process. Participates on the panel review proposals from vendors, follows guidelines and rating criteria as defined by the CDSS Contracts Bureau.

25% Monitor and track contract agreements managed by Contract Coordination Team for expenditures and verifies information on consultant invoices including verification of work completed, to ensure that services are performed according to quality, quantity, objectives, time frames, and manner specified in the contract; e.g., review progress reports and interim products. Review invoices to substantiate expenditures for work performed prior to approving them. Ensure that invoices contain the contract number, index and PCA numbers and are forwarded for payment in a timely manner. Ensure that there are sufficient funds to pay all services rendered as required by contract. Complete appropriate forms to move or otherwise make available all applicable funds including a change in the funding source specified in the contract. Identify low spending levels and consider partial disencumbrance and reassignment of funds. Verify that the Contractor has fulfilled all requirements.

20% Analyze and monitor CFSD Contract expenditures and/or Spending Plans and resolve any related contract issues. Develop and maintain a database tracking system to monitor CFSD contracts and agreements. Coordinate with the CFSD Budget Support AGPA to track Division Consultant and Professional Service Expenditures as applicable. Prepares statistical reports and contract expenditure reports for management monthly.

5% Complete Contractor Evaluation form (STD 4) within 60 days of expiration of term and forward to the Contracts and Financial Analysis Bureau. Monitor use of Disabled Veteran Business Enterprises (DVBE) subcontractors to ensure attainment of approved contract participation goals.

5% Perform other special projects as requested by the Supervisor I, Bureau or Branch Chief.

B. SUPERVISION RECEIVED:

The Analyst II, works independently and receives general supervision and direction from the Supervisor I.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The Analyst II, will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the Department or information being released to unauthorized persons in violation of State and federal law.

F. OTHER INFORMATION:

The Analyst II, must have excellent writing and oral communication skills, good computer skills, good interpersonal communication skills, able to handle multiple tasks, able to work well under pressure, and work with minimum direction individually and in a team setting. The Analyst II, is expected to work independently with minimal supervision, produce completed staff work and provide the CDSS management team with solutions to complex contract issues.