CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER			MCR / HCR
Facility Planning, Construction and Management	065-321-5157-822			2
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
Capital Planning and Project Services Branch Contract and Procurement Section Contract Support Unit	WORKING TITLE Analyst I			
	TIME BASE / TENURE FT/P	CBID R01	WWG E	COI Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

CDCR'S MISSION, VISION and COMMITMENT

Mission
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment
CDCR and 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.

DIVISION OVERVIEW

The Facility Planning, Construction and Management (FPCM) delivers services and provides oversight over all real estate functions required by the California Department of Corrections (CDCR), including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's youth and correctional facilities.

GENERAL STATEMENT

Under the supervision of the Supervisor I, the incumbent is responsible for performing the less complex and/or less varied analytical contract services functions that support the California Department of Corrections and Rehabilitation's facility planning, construction, and management. The incumbent is required to utilize a variety of analytical techniques to resolve governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing. Additionally, the incumbent is required to possess a proficient knowledge of the principles and practices of public and business administration, management, and supportive staff services; and government functions and organization.

% of time performing duties	DUTIES AND RESPONSIBILITIES
25%	Analyzes contract payment requests and supporting documentation, processes valid invoices, and prepares reconciliations and documentation for disputed invoices for payment for management review and approval. Identifies, researches, and resolves invoice and payment issues, and as necessary, informs management of issues and provides management with recommendations for resolution.

20%	Develops, analyzes, and revises contract documents and their amendments for management review and approval. Ensures contracts and their amendments meet operational and program requirements, and ensures financial provisions are displayed in proper contract terms. Ensures that contracts and their amendments comply with all applicable codes, policies, and procedures.
20%	Participates in fee negotiations and other contract-related meetings. Advises management of contract issues, decisions, and directions resulting from these meetings.
15%	Monitors contract processing by the Office of Business Services. Monitors contract term end date and contract usage, including encumbrances and expenditures against the contracts. Advises management, program staff, and contract vendors of the status of the processing, usage, and approaching term end dates of contracts and their amendments. Disseminates other contract-related information.
15%	Under the guidance of more experienced contract analysts, provides other contract support services including: researching contract law, codes, policies, and procedures; assisting program staff with contract issues; contract training; and preparing memos and reports related to contracts.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER			MCR / HCR
Facility Planning, Construction and Management	065-321-5359-822			2
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
Capital Planning and Project Services Branch Contract and Procurement Section Contract Support Unit	WORKING TITLE Analyst II			
	TIME BASE / TENURE FT/P	CBID R01	WWG E	COI Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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GENERAL STATEMENT

Under the direction of the Supervisor I, the incumbent is responsible for performing the more varied and complex contract services functions that support the California Department of Corrections and Rehabilitation's facility planning, construction, and management. The incumbent is required to 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 both orally and in writing. Additionally, the incumbent is required to possess a proficient knowledge of the principles and practices of public and business administration, management, and supportive staff services; government functions and organization; and methods and techniques of effective leadership.

% of time performing duties	DUTIES AND RESPONSIBILITIES
25%	Develops, analyzes, and revises contract documents and their amendments. Ensures contracts and their amendments meet operational and program requirements, and ensures financial provisions are displayed in proper contract terms. Ensures that contracts and their amendments comply with all applicable codes, policies, and procedures.

20%	Analyzes contract payment requests and supporting documentation. Processes valid invoices for payment. Identifies, researches, and resolves invoice and payment issues, and as necessary, informs management of issues and provides management with recommendations for resolution. Prepares reconciliations and documentation for disputed invoices.
20%	Participates in fee negotiations and other contract-related meetings. Advises management of contract issues, decisions, and directions resulting from these meetings.
15%	Monitors contract processing by the Office of Business Services. Monitors contract term end date and contract usage, including encumbrances and expenditures against the contracts. Advises management, program staff, and contract vendors of the status of the processing, usage, and approaching term end dates of contracts and their amendments. Prepares memos and reports related to contracts. Disseminates other contract-related information.
15%	Researches contract law, codes, policies, and procedures; assists program staff with contract issues; performs contract training; and acts as a project/team leader.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules, and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE