



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Analyst II	549-730-5393-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Analyst II (Contracts)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Administrative Services	Central Valley District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing may be required		Supervisor II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the District Administrative Chief, the Analyst II is responsible for administering the District's contracts. This position performs the more responsible, varied, and complex technical and analytical assignments for the Central Valley District. The incumbent will work independently with little guidance to manage all contracts for the District including all procurement and accounting needs. This position must have a knowledge and ability to interpret various reference sources applicable to contracts including Public Contracting Code, Government Code, Labor Code, Public Resources Code, Business and Professions Code, Code of Regulations, and the State Administrative Manual. This position will interact in a multi-disciplinary team environment, performing lead responsibilities and demonstrate strong interpersonal and excellent communication skills with administrative staff, core management, field staff, and the public. The reporting location is the Central Valley District Office, 22708 Broadway Street, Columbia, California 95310.</p>		
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%	Contract Development, Preparation and Management Provides independent professional technical assistance to all levels of District staff as the subject matter expert in developing and processing contracts. Prepare and execute the more complex contracts. Determines appropriate contracting method and process in accordance with contracting laws, rules, regulations, policies and procedures, adhere to all contracting legal requirements, working towards goal for Small Business and Disabled Veteran's Business Enterprise. Conducts market research. Prepares and distributes bid packages, conducts bid openings, schedules and attends mandatory job showings, and information meetings. Performs bid evaluations and determines the contract award. Track and monitor all contracts for insurance and bond requirements. Monitors and evaluates contractor's performance and adherence to contract provisions; monitors invoices for payments; prepares and processes all amendments, including time extensions, additional funding, change orders or specification amendments. Responsible for preparing, completing, and processing amendments to existing contracts. Handles contract protests and appeals with Headquarters regarding any unusual or legal ramifications of contracts in process. In coordination with Headquarters, Contract Service Unit, and Legal staff, enforces cancellation clause of contracts due to non-compliance by contractors or seeks other remedies for unsatisfactory performance.	
25%	Contract Administration/Management	

	Maintain contract files, including filing preliminary notices, ensuring that updated insurance information is on file throughout the life of the contract. Maintains orderly and complete files, retains and files contracts in accordance with department retention schedules. Files Notice of Completions timely with the County. Researches any Public Records Act requests related to contracts. Verifies availability of funds for expenditures prior to contract execution. Tracks, logs, produces reports, and maintains contracts and their status on a spreadsheet. Processes contract invoices in a timely manner. Responds to questions from the Project Managers regarding any aspect of the project to ensure contract law is followed by the State Contract Manual, Public Contract Code and the Department of General Service Requirements are met. Ensure contract files are maintained, organized, and kept standardized. Enters Procurement Identification and contract purchase orders in Fi\$Cal.
25%	Coordination Serves as a liaison between Contractors, Park Operations Contract Unit and Contract Services Unit for contract submissions during contract review, approval, and implementation process. Discuss and interpret necessary requirements, legal opinions, and contract language. Make necessary corrections.
10%	Administration Acts as an Administrative Lead. Stay current with training by attending State and required departmental training to maintain current knowledge of state guidelines, compliance requirements related to contracts, procurement, and administrative services. Works with district staff on reoccurring assignments. Prepare administrative paperwork to meet operational needs.
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. Plan, implement and conduct contract training for staff as needed.
TYPICAL WORKING CONDITIONS	
Work environment is an office setting, using computer, telephone, and other business equipment. Sit in a normal seated position for extended periods of time. Typical work involves extended typing, keyboard operation and telephone conversations. Must meet short deadlines within short time frames. Must be flexible in work tasks. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; work under pressure and meet tight deadlines; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. Read, understand, follow, disseminate, enforce policies, practices, and procedures. Understand written and verbal instructions. Add, subtract, multiply, and divide to perform mathematical functions required to produce accurate reports. Ability to switch from one project or assignment to another. Ability to understand and be understood in written communication. Must not smoke or use tobacco products in state buildings or vehicles. Must adhere to DPR grooming standards. All duties shall be performed in a safe manner in compliance with Departmental policies and the Districts Injury and Illness Prevention Program (IIPP).	

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