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|-----------------------------------------------------|--------------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Analyst II                  | OFFICE/BRANCH/SECTION<br>Independent Office of Audits and Investigations |                             |
| WORKING TITLE<br>Contracts and Procurements Analyst | POSITION NUMBER<br>900-097-5393-002                                      | REVISION DATE<br>06/23/2026 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the direction of the Supervisor I, the incumbent administers contracts, procurements, and administrative assignments diligently and efficiently. This position requires a high level of confidentiality and responsibility, in addition to specialized knowledge of Independent Office of Audits and Investigations (IOAI) mission, organizational structure and operations. The incumbent demonstrates a positive attitude, the ability to act independently, open-mindedness, flexibility, and tact while promoting a positive work environment and providing exemplary customer service to all IOAI staff and stakeholders.

**CORE COMPETENCIES:**

As an Analyst II , the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

| Percentage                              | Job Description |
|-----------------------------------------|-----------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                 |

POSITION DUTY STATEMENT

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|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | E | The Contract Analyst is responsible for planning, developing, submitting, and managing all Independent Office of Audits and Investigations (IOAI) contracts and procurement activities from concept to closeout. The incumbent independently ensures all services rendered and commodities received are in accordance with contract requirements, state laws, and departmental policies. Collaborates closely with IOAI stakeholders to identify IOAI program and business needs. Conducts research on prior and existing agreements to develop detailed, comprehensive scopes of work aligned with IOAI mission objectives. The incumbent works directly with the Caltrans Division of Procurement and Contracts (DPAC), Cal Card program, Department of General Services (DGS), and CALCTRA to initiate contract submissions, track progress, and support execution. As the IOAI contract subject matter expert, the Contract Analyst is responsible for keeping management informed of contract status, emerging issues, renewal timelines, and providing well researched solutions to contract related challenges. Monitors contract balances and expiration dates, verifies expenditures, and processes invoice payments within mandated timeframes using receiver documents, Advantage, FISCAL, direct payments, and other authorized payment mechanisms. Maintains accurate, organized, and compliant contract and procurement records in accordance with DPAC policy, the IOAI retention schedule, and other applicable requirements.                              |
| 40% | E | The Procurement Analyst is responsible for the planning and management of all IOAI IT and non IT procurements, including but not limited to, office supplies, trainings, equipment, software licenses, furniture, misc. services, etc. The incumbent advises IOAI management on appropriate acquisition methods and provides well supported recommendations for timely, compliant, cost effective procurement outcomes. Ensures all procurement requests, documentation, and records comply with applicable acquisition laws, rules, regulations, and reporting requirements. The incumbent prepares and submits procurement packages for Purchase Orders, Solicitations, Price Quotes, and Bids using methods, including but not limited to, IT and non IT commodities and services agreements, Leveraged Procurement Agreements (LPA), Small Business/Disabled Veteran Business Enterprise (SB/DVBE) agreements, Under \$20,000, Delegated Purchasing Authority and Competitive Bidding. The Procurement Analyst uses Advantage and FISCAL to create and submit requisitions and contract documents (i.e., RQS, CT, CPO, MGAX). As the primary IOAI Cal-Card holder, incumbent maintains good standing in the Cal-Card program, ensures all purchases abide by established processes, rules and regulations, and conducts timely reconciliation of Cal Card Statements of Account (SOA) within each billing cycle. Works with vendors to resolve billing issues, manage disputes, and ensure commodities and services comply with procurement and contract requirements. |
| 10% | E | Performs entry-level facilities and safety functions. Submits tickets (e.g., FAR, DUDE) for installations, moving services, and general maintenance. Records and tracks facilities-related requests. Updates and maintains the IOAI Emergency Evacuation Procedure. Actively participates in onsite and offsite emergency evacuation drills, trainings, presentations, and other safety-related educational activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10% | M | Other duties as assigned by the Administration Supervisor, including but not limited to special assignments, backup for other admin members, as needed in support of the Administration Unit and management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS  
This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Excellent oral, written, and interpersonal communication skills.  
Knowledge of the Department's financial reporting processes and proficiency in Caltrans AMS Advantage system.  
Strong analytical skills and attention to detail.  
Ensures confidentiality while interacting with all levels of staff and management.  
Applies sound judgment and makes independent decisions.  
Prioritizes workload while multi-tasking various assignments.  
Possesses strong organizational skills.  
Thinks clearly and quickly to solve problems and offer solutions.

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Exemplary customer service skills.  
Ability to multi-task and meet multiple deadlines in a timely manner.  
Can independently conduct research and analysis utilizing available resources.  
Works cooperatively with staff at all levels in the organization.  
Proficiency in Microsoft applications such as Word, Excel, Outlook, PowerPoint, Team and Visio.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
Errors in judgment or decisions could impact the IOAI requirements of compliance with regulations, guidelines, and internal policies.

PUBLIC AND INTERNAL CONTACTS  
The position's contract and procurement duties require regular verbal and written contact with co-workers, other divisions, vendors and DPAC. The position routinely contacts other Department personnel, contractors, and consultants to share, transmit or obtain information. These contacts are verbal and written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
Employee may be required to sit for long periods of time using a keyboard and video display terminal. He or she may be required to move large or cumbersome objects from one location to another. Requires occasional bending, stooping and kneeling. Because workload fluctuates, the employee must be able to independently manage assigned and priority projects effectively.

WORK ENVIRONMENT  
This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. IOAI supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel, which could include extended hours of work and/or overnight or multiple-day trips, may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. The incumbent will work in a climate-controlled office and telework environment under artificial lighting. The incumbent may be required to sit for long periods of time using keyboard and computer.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

|                      |      |
|----------------------|------|
| EMPLOYEE (Signature) | DATE |
|----------------------|------|

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

SUPERVISOR (Print)

|                        |      |
|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|