DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT

NAME:
CLASSIFICATION: Analyst II
WORKING TITLE: Contracts Analyst

STATEMENT OF DUTIES: Under the direction of the Supervisor I in the Administrative Branch, the Analyst II performs complex and varied analytical duties related to contracts, agreements, and memorandum of understandings (MOU) (herein referred to as contract) in support of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). This includes, but is not limited to, providing consultative services, analytical support, fiscal management, and problem resolution to management regarding the division's contract matters. The Analyst II will work closely with various departmental programs including the Budget Office, Contracts and Procurement Unit, Accounting, Office of General Counsel, and California Justice Information Services Division. On a statewide basis, the Analyst II gathers, analyzes, and maintains DMFEA contract information for legal and non-legal services and information technology contracts; and works independently on the preparation, processing, and monitoring of a variety of contracts to support DMFEA operations, regularly working under strict time constraints.

SUPERVISION RECEIVED: Under the direction of the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to eight hours per day; may be required to work extended hours and travel throughout the state; and must be able to lift up to 25 pounds when needed.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, in an open-space workstation in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% As DMFEA's statewide contracts coordinator overseeing a multi-million dollar contract allotment, independently responsible for gathering, preparing, organizing, coordinating, and monitoring all legal, non-legal, and IT contracts and MOUs including, but not limited to, legal experts, outside counsel, court filings, reprographics, trial support, case specific data management, firing ranges, and data hosting. Develops requirements for the contract, obtains market quotes for the service, analyzes requirements to determine contract type, drafts "statements of work" in collaboration with various levels of legal division staff, prepares and processes required internal contract forms, adheres to departmental policy for outside counsel requests, and collaborates with the Division of Administrative Services (DAS) to complete procurement of services. Upon execution, manages contract as the contract manager, tracks invoices, ensures timely payment in accordance with the Prompt Payment Act, and amends or closes contracts as needed. Contracting functions include all aspects of contract activities, including, but not limited to, managing contract process from inception to closing, ensuring contracts are in accordance with the Public Contracts Code, State Administrative Manual (SAM), and policies set forth in the State Contracting Manual, and that MOUs are in compliance with the Commission on Peace Officer Standards and Training requirements. Advises division staff on appropriate procedures concerning the same.

25% Develops, analyzes, and maintains computerized system related to all division contracts and MOUs and their respective fiscal details including encumbrances, expenditures, and projections on a statewide basis. Utilizes the department's accounting system to research and provide information regarding invoice approvals, statuses, and payments to section staff, consultants, and DAS. Responsible for formulating and

maintaining streamlined procedures for preparing service authorizations, work orders, revolving fund checks, and contracts, and processing related invoices. Prepares monthly statistical and narrative reports for management on the status of all existing contracts. Works closely with departmental staff statewide to effect both periodic and fiscal year-end disencumbering and closing of contracts. Regularly consults with division staff to ensure that appropriate funding in each contract is sufficient to meet workload needs.

20% Serve as the primary point-of-contact with external contractors and vendors, DMFEA staff, and other agencies to address and resolve matters pertaining to the administration of division contracts and MOUs. Independently analyzes issues, provides recommendations and advice to various levels of staff. Works directly with the contractors to ensure compliance with established contracting and invoicing policies and procedures per the SAM. Reviews and ensures invoices submitted by contractors are in compliance with the terms of the contract, and that a full description and itemization of services is documented. Independently works with vendors to resolve discrepancies and determines if the invoice dispute process should be initiated.

15% Meets with departmental programs, including Accounting, Contracts and Procurement Unit, and the Budget Office, to report and resolve contracting and invoicing problems; and collaborates with the Office of General Counsel and DMFEA management for any outside counsel requests. Liaises with the DAS Contracts Unit related to all division contracts, and with Accounting related to all MOUs. Responsible for making recommendations to the Supervisor I and proposals for best practices and procedures relating to contracting and invoicing.

5% Prepares and creates contract reports for DMFEA management involving research, data gathering, analysis, evaluation, and both verbal and written reports. Independently prepares training materials, ad-hoc training, and procedural documentation as needed by legal and law enforcement staff. Fosters a culture of continuous improvement by highlighting inefficiencies and implementing solutions to boost efficiency. Maintains desk manual and procedures as processes evolve. Performs back-up analytical services in the absence of the other administrative staff in the division.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature	Date	Supervisor Signature	Date

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Employee Name	Supervisor Name