State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Building F
PROGRAM/UNIT: Finance & Logistics Administration/ Administrative Services/ Internal Financial Operations/ Purchasing/ Contracts	POSITION NUMBER: 163-830-5393-005 (11191)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The incumbent will receive direct supervision from the Supervisor I and may receive assignments from the Purchasing Division Chief (Supervisor II).

2. SUPERVISION EXERCISED:
   None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Must be able to sit for extended periods and have full movement from a sitting position to retrieve files above the head. Must be able to use a personal computer and telephone (adaptive equipment may be utilized.) Must be able to retrieve and replace files that contain paper documents with a thickness of four inches.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Incumbent is expected to have daily contact with various vendor groups, control agencies and/or contractors/consultants. Additionally, during the course of normal duties, incumbent may be required to present to the Supervisor II, Branch Chief, Division Director, Executive Management, Control Agencies, etc.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   The incumbent must operate with a high degree of independence in performing the most complex duties. This position requires the analyst to utilize independence, creativity, and ingenuity in processing Contract requests. The incumbent is responsible for assisting and providing expert guidance to other professional staff. Lack of proper guidance and expert advice would have significant consequences to the California Governor's Office of Emergency Services (Cal OES) and its customer departments, which could impact vital services to State entities, employees, and/or citizens.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g.,

(CONTINUED: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:)
Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the direction of the Supervisor I, the incumbent acts as a contract specialist for the Department and performs all duties associated with the procurement of non-Information Technology (IT) and IT service contracts, including, but not limited to consulting services, public works, telecommunications services, and training services. This involves generating contracts, purchase orders, amendments, and all other related documents.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Prepares solicitation and procurement documentation. • Reviews all data and clearly translates the information into comprehensive procurement/contract documents. • Clearly communicates all aspects of procurement/contract to project teams and vendors. Acts as a project leader on complex competitive procurement/contracts, including determination of the best acquisition method. • Reviews Statements of Work (SOWs) from program staff and makes recommendations to better clarify the needs of the State. • Works with program staff to ensure Government Code (GC) section 19130 Justification for contracting services are complete and approved by Labor Relations and Legal staff. • Prepares complex solicitation documents, including Requests for Proposals (RFPs), Invitations for Bid (IFBs), and Requests for Offer (RFOs). • Develops bid evaluation documents in support of complex efforts. • Negotiates complex and sensitive contractual requirements, including cost. • Compares vendor proposed products with technical specifications. • Maintains an up-to-date proficiency in the administrative requirements of the procurement and contracting process. • Works in the Financial Information System for California (FI$Cal) to upload all necessary documents and obtain approvals for contracts requiring Department of General Services – Office of Legal Services (DGS/OLS) approval.

30%	Conducts research and applies applicable laws, rules, and regulations. • Works independently to ascertain the optimal, or mandatory, solicitation method for assigned contract and service order requests. • Writes customized contract language. • Acts as an evaluation and selection team member for statewide acquisitions of all types of products and services. • Understands and applies the requirements of the State Administrative Manual, the Public Contract Code, and the State Contracting Manual Volume I. • Understands and applies the requirements of Small Business and DVBE programs.
20%	Develops and responds to requests for information. • Initiates, receives, and responds to requests for procurement/contract related information from executive and technical staff, control agencies, customers, and vendors. • Assists in the development of procedural documents and templates for various procurement methodologies. • Assists in the development of presentation and meeting material.
10%	Maintains electronic files and attends meetings as applicable. • Attends meetings as required, documents, and responds to open issues. • Participates in the development, improvement, and implementation of policy relative to procurements and contracts.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☒	☐	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☒	☐	☐

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☒	☐	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☒	☐	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☒	☐	☐	☐
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title