State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	**WORKING TITLE**
Analyst II	Contracts and Procurement Analyst

PROGRAM NAME	**UNIT NAME**
Office of Administrative Services	Contracts and Procurement Unit

ASSIGNED SPECIFIC LOCATION	**POSITION NUMBER**
Sacramento	400 – 117-5393-901

BARGAINING UNIT	**WORK WEEK GROUP**	**BILINGUAL POSITION**	**CONFLICT OF INTEREST FILER**	**BACKGROUND CHECK**
R01	2	No	Yes	No

General Statement

Under the direction of the Supervisor I, the incumbent serves as the subject matter generalist and independently performs a variety of complex analytical assignments related to contract and procurement development, consultation, and policies and procedures. The incumbent also performs varied analytical assignments related to contract administration, reporting and compliance of procurement activities performed within the Department of Industrial Relations (DIR).

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	**Duties** **Essential Job Functions**
35%	**Contract Development and Consultation:** Independently evaluates contracts and solicitation documents in coordination with stakeholders and control agencies. Ensures conformance with DIR policies and compliance with applicable statute and the State Contract Manuals. Processes complex contract assignments in a timely manner, and routes them to the appropriate internal reviewers and approvers. Consults with program in development of statements of work, requirements/criteria and cost worksheets. Facilitates discussions and reviews of documents with subject matter experts, project managers, and stakeholders. Develops the specifications, documents, contract exhibits, bid documents, terms and conditions, and other standard forms to execute documents. Advises contract managers and other staff on development of complex contracts. Consults with DIR Office of Information Services (OIS) staff when needed on IT-related requests. Reviews complex contract requests for completeness and accuracy; determines the most appropriate method of acquisition and evaluates for potential alternative solutions; determines if requested items can be obtained via an existing contract. Advises and provides administrative oversight to programs when evaluating solicitation proposals. Prepares and posts advertisements in Financial Information System for California (FI$Cal). Acts as liaison for potential bidder questions. Prepares responses to administrative questions and collaborates with program staff to obtain responses to technical questions. Lead contractor research using various resources such as FI$Cal and Cal eProcure, and analyzes and evaluates contractors' ability to provide quality services. Gathers, compiles and tabulates bids. Evaluates price quotes and/or best value criteria to calculate winning bidder. Drafts final contracts and obtains approvals and required signatures. Distributes copies of fully executed contracts to contractors, appropriate staff and control agencies. Enters executed contracts and amendments into FI$Cal.

30%	**Procurement** Processes complex purchase requests in FI$Cal and prepares the appropriate documents for the purchase of goods and services in a timely manner. Routes documents to appropriate internal reviewers and approvers. Ensures completeness, accuracy, and compliance of requisitions for purchase orders with DIR's policies and procedures and compliance with applicable statute and the State Contract Manuals. Determines the most appropriate method of procurement and acquisition with subject expertise, and researches vendors using various resources, such as FI$Cal and Cal eProcure. Evaluates vendors' ability to provide quality goods, materials, and equipment. Evaluates price quotes and/or best value criteria to calculate winning bidder. Consults with DIR OIS when needed on IT-related requests. Distributes copies of fully executed purchase orders to vendors, appropriate staff and control agencies.
15%	**Grants** Serves as the grant evaluation expert and leads complex grant review process in coordination with stakeholders and management. Ensures conformance with DIR policies and compliance with applicable state and federal laws, regulations, policies and guidelines. Processes grant assignments in a timely manner, and routes them to the appropriate reviewers and approvers. Consults with program in development of grant agreements and solicitation documents. Independently facilitates discussions and reviews of documents with subject matter experts, project managers, and stakeholders. Develops the specifications, exhibits, terms and conditions, and other forms to complete grant agreements. Advises grant managers and other staff on development of complex grant agreements. Reviews grant agreement documents for completeness and accuracy. Drafts final grant agreements and obtains approvals and required signatures. Distributes copies of fully executed grants to the appropriate staff and contact persons.
15%	**Procedure and Compliance Analysis**: Identifies and troubleshoots complex issues related to contract and procurement development and administration, such as scope of work, contract language, procurement method, terms and conditions, and makes recommendations to management and DIR program staff. Independently develops various management reports including but not limited to pending contract and procurement reports, SB/DVBE, State Agency Buy Recycled Campaign (SABRC), and FI$Cal reports. Evaluates, updates, and assists with implementing standards and procedures for contract development and administration for both the branch and the department. Develops training on the contracting and procurement process in accordance with DIR policy and compliance with statute, and the State Contract Manual; Assists with updates of internal policies to ensure DIR's purchasing practices are consistent with current law, regulations, and executive orders. Serves as a point of contact for control agencies regarding DIR procurements. May serve in a liaison capacity in such areas as Small Business Disabled Veteran Enterprise (SB/DVBE) Advocate, FI$Cal Department Authority or Designee, Target Area Contract Preference Act (TACPA), SABRC and/or P-Card Administrator.

Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned including, but not limited to: Provides response to information requests and correspondence from internal and external customers including inquiries from the public and contractors relating to contracts and solicitations, and other Public Records Act requests. Conducts legislative bill analysis related to procurement and advises management on the potential impact.

Conduct, Attendance, and Performance Expectations

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; 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. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside of DIR, to complete work assignments. The incumbent must demonstrate the ability to use the Internet, email, desktop applications, and presentation software to complete assignments. Confidentiality must be maintained at all times.

Supervision Received

The Analyst II is supervised by the Supervisor I but may also receive assignments from the Contracts and Procurement Supervisor II and Branch Chief (Manager II).

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a cubicle environment in an office setting with natural and artificial light and temperature control. Some travel maybe required for training or off-site meetings.

Special Requirements/Other Information

N/A

Physical Abilities

Prolonged use of a computer, telephone, and other office equipment, such as copiers and scanners, is necessary. May be in a stationary position for long periods of time.

Additional Requirements/Expectations

N/A

Personal Contacts

The incumbent has regular contact with DIR staff, representatives from other State agencies, and the public in person, by telephone, and/or email.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

LQ	JV	6/15/2026

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Office of Administrative Services	Contracts and Procurement Unit

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Sacramento	400 – 117-5157-901

BARGAINING UNIT	**WORK WEEK GROUP**	**BILINGUAL POSITION**	**CONFLICT OF INTEREST FILER**	**BACKGROUND CHECK**
R01	2	No	Yes	No

General Statement

Under the direction of the Supervisor I, the incumbent performs a variety of analytical assignments related to contract and procurement development, consultation, and policies and procedures. The incumbent also performs varied analytical assignments related to contract administration, reporting and compliance of procurement activities performed within the Department of Industrial Relations (DIR).

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	**Duties** **Essential Job Functions**
35%	**Contract Development and Consultation:** Evaluates contracts and solicitation documents in coordination with stakeholders and control agencies. Ensures conformance with DIR policies and compliance with applicable statute and the State Contract Manuals. Processes contract assignments in a timely manner, and routes them to the appropriate internal reviewers and approvers. Consults with program in development of statements of work, requirements/criteria and cost worksheets. Facilitates discussions and reviews of documents with subject matter experts, project managers, and stakeholders. Develops the specifications, documents, contract exhibits, bid documents, terms and conditions, and other standard forms to execute documents. Advises contract managers and other staff on development of routine contracts. Consults with DIR Office of Information Services (OIS) staff when needed on IT-related requests. Reviews contract requests for completeness and accuracy; determines the most appropriate method of acquisition and evaluates for potential alternative solutions; determines if requested items can be obtained via an existing contract. Advises and provides administrative oversight to programs when evaluating solicitation proposals. Prepares and posts advertisements in Financial Information System for California (FI$Cal). Acts as liaison for potential bidder questions. Prepares responses to administrative questions and collaborates with program staff to obtain responses to technical questions. With close supervision, researches contractors using various resources such as FI$Cal and Cal eProcure, and analyzes and evaluates contractors' ability to provide quality services. Gathers, compiles and tabulates bids. Evaluates price quotes and/or best value criteria to calculate winning bidder. Drafts final contracts and obtains approvals and required signatures. Distributes copies of fully executed contracts to contractors, appropriate staff and control agencies. Enters executed contracts and amendments into FI$Cal.

30%	**Procurement** Processes purchase requests in FI$Cal and prepares the appropriate documents for the purchase of goods and services in a timely manner. Routes documents to appropriate internal reviewers and approvers. Ensures completeness, accuracy, and compliance of requisitions for purchase orders with DIR's policies and procedures and compliance with applicable statute and the State Contract Manuals. Determines the most appropriate method of procurement and acquisition. Researches vendors using various resources, such as FI$Cal and Cal eProcure. Evaluates vendors' ability to provide quality goods, materials, and equipment. Evaluates price quotes and/or best value criteria to calculate winning bidder. Consults with DIR OIS when needed on IT-related requests. Distributes copies of fully executed purchase orders to vendors, appropriate staff and control agencies.
15%	**Grants** Evaluates grant documents in coordination with stakeholders and management. Ensures conformance with DIR policies and compliance with applicable state and federal laws, regulations, policies and guidelines. Processes grant assignments in a timely manner, and routes them to the appropriate reviewers and approvers. Consults with program in development of grant agreements and solicitation documents. Facilitates discussions and reviews of documents with subject matter experts, project managers, and stakeholders. Develops the specifications, exhibits, terms and conditions, and other forms to complete grant agreements. Advises grant managers and other staff on development of routine grant agreements. Reviews grant agreement documents for completeness and accuracy. Drafts final grant agreements and obtains approvals and required signatures. Distributes copies of fully executed grants to the appropriate staff and contact persons.
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Supervision Received

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Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

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Special Requirements/Other Information

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Physical Abilities

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Additional Requirements/Expectations

N/A

Personal Contacts

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Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

LQ	JV	6/10/2026