DUTY STATEMENT

☒CURRENT ☒PROPOSED

RPA Number: **HRC0001158**	Classification/CBID: **Analyst I /R01**	Position Number: **810-840-5157-004**
Incumbent Name:	Working Title: **Contract Development Analyst**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Administrative Services**	Branch/Section/Unit: **Contracting Services**	Reporting Location: **Sacramento HQ 12th floor**
Supervisor's Name: **Melissa Mojonnier**	Supervisor's Classification: **Supervisor I**	Position Telework Eligible: ☒YES ☐NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☒YES ☐NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the supervision of the Supervisor I in the Contract Development Unit, the incumbent is responsible for contract development from the point of notification of need through contract execution. The incumbent performs a variety of less complex technical and analytical tasks and provides consultative services to management and DTSC program staff related to the development of contracts. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

45%	**Contract Development:** Advises and assists DTSC programs on the development, preparation, and execution of contracts, including site specific Architectural and Engineering (A&E) agreements, departmental master remediation agreements, interagency agreements, service agreements, and reimbursement

	agreements. Reviews proposed agreements to ensure compliance with Public Contract Code, Government Code, State Contracting Manual, and Health and Safety Code. Reviews and revises language and clauses as necessary to meet various changes in the laws and regulations affecting contracting processes. Consults with program and administrative staff regarding specific contract needs for hazardous waste site cleanup activities and related procurement efforts. Develops, monitors, and revises scope of work for contract procurement projects. Facilitates contract negotiations between program and contractors to ensure compliance with all applicable procedures, laws, and regulations. Prepares final documents, contracts, and other associated documents resulting from contract award and obtains approval from program and administrative staff. Ensures all final documents are clearly communicated to contractors and documentation is completely executed. Develops information regarding expiration of contracts, makes recommendations based on historical data or lack thereof, and requests contract procurement-related decisions from program staff. Coordinates with the Budget Office, Accounting Office, and program staff in performing dis-encumbrances, creating contracts and purchase orders, and executing other changes in FI$Cal. Ensures complete and accurate documentation of all FI$Cal funding changes.
30%	**Contract Procurement and Solicitation Development**: Advises and assists DTSC programs on the development, preparation, and advertising of less complex contract solicitations. Prepares and posts advertisements in FI$Cal for upcoming solicitations to notify potential bidders. Acts as liaison for potential bidder questions. Prepares responses to administrative questions and collaborates with program staff to obtain responses to the technical questions that must be posted on the Internet regarding solicitations. Assists evaluation teams regarding solicitation proposals. Provides recommendations and training in procurement procedures. Analyzes issues identified by DTSC and the Department of General Services' (DGS) Office of Legal Services that may impact preparation of solicitation proposals and related contracting activities and provides recommendations to update terms and conditions to align with Departmental needs.
10%	**Consultation**: Advises and consults with program management on contract development issues. Participates in the development of contract manager training. Makes recommendations on problems related to contract development. Participates in the formulation of procedures, policies, and program alternatives.
5%	**Contract Administration:** Assist with the closure of contracts and reallocation of contract balances to other projects as directed by program and Budget Office staff. Collaborates with Budget and Accounting staff to address invoice and contract funding issues as needed.
5%	**Administrative Duties:** Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** 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; prepares responses to requests for information from management, program, and contractors; reviews and analyzes proposed legislation and advises management on the potential impact.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The incumbent works up to 40 hours per week, Monday through Friday, at an approved telework location or in an office setting with artificial and temperature control and attends meetings in similar settings. The work typically requires sitting for prolonged periods of time, while reading, writing, typing, and daily use of a personal computer and telephone is essential. The position may require bending and stooping. Occasional travel to	

regional offices or training may be required in single day. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.

Typical Working Conditions:

The incumbent works 40 hours per week either in their home via telework or on the 21st floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment with artificial light and temperature control. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	☐**YES** ☐**NO**	
Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: MV Date Approved: 10/9/2025

Revision Date (if applicable): Click or tap to enter a date.