Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Contract Analyst II*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-336-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Procurement, Contracting & Administration/Contracts Section I & II/Contract Services Group I, II, III, IV	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations, Planning and Support Division	Supervisor I
BRANCH:	REVISION DATE:
Administration	1/13/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the direction of the Contracts Services Group Supervisor I, the Analyst II is responsible for developing and preparing a diverse workload of contractual agreements ranging from routine to the highly technical and complex in accordance with the applicable laws rules and regulations, and departmental operating policies and procedures.

The incumbent will also, in both a team environment and independently, perform the more complex duties relating to contracts related special projects including but not limited to, business process improvement and documentation; audits, legislative bill analyses, policy and procedure development, training development and facilitation, and change management efforts. This position is considered the full journey level classification.

Civil Service Classification
Analyst II

Position Number
280-336-5393-XXX

Percentage of Duties	Essential Functions
45%	Independently prepares a variety of simple and complex solicitations, included Invitations for Bid, Requests for Proposals, and Small Business Solicitations for both Information Technology (IT) and non-IT services. Independently executes a variety of IT and non-IT services including, but not limited to, non-competitively bid agreements, interagency agreements, purchase orders, statewide agreements, service amendments, and reimbursable agreements. Independently reviews customer-prepared agreements and statements of work for compliance with applicable laws, rules, and regulations. Assists requesters with determining appropriate procurement methods, market research, soliciting vendor interest and pricing when needed. Prepares standard agreements by securing all necessary documentation as required for the service. Coordinates and secures internal clearance and final approvals by appropriate internal and external authorities and ensures complete contract file documentation. Facilitates solicitations, Purchase Orders and contracts in the Financial System for California (FI$Cal) as appropriate. Regularly provides workload status updates to management via assigned tracking mechanism(s).
20%	Collaborates with Contracts Services (CS) management on contract and procurement related special projects, including but not limited to: manual writing and training resource development, business process improvement, internal and external audit responses and legislative bill analysis. Researches best practices, reviews and analyzes procurement and contracting policies, and interprets regulatory and legislative changes to develop and enhance the Section's work processes. Develops and prepares training material, resources, and PowerPoint presentations. Interacts and works with internal and external customers to identify problems and define requirements for solutions to business problems. Develops boilerplate language for contracts.
20%	Provides quality customer service through efforts such as: education; enhancing personal expertise in customer's area of responsibility to better tailor contract documents and service delivery; surveying customer's contracting needs and workload projections; streamlining processes where feasible; and developing tools to facilitate the customer's role in planning and requesting contracts. Evaluates customer contracting needs and assesses existing contracting practices for improved customer service and streamlined processes. Communicates frequently with customers to advise them on the status/progress of their contract request.
10%	Acts in a lead capacity and provides on-the-job training to other members on contracting and procurement policies, procedures, and methods. Provides feedback to individuals to ensure development of contracting and procurement expertise.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Civil Service Classification	**Position Number**
Analyst II	280-336-5393-XXX

Type of Environment:

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

N/A

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPU Analyst Initials	Date Approved
	nsw	1/22/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	*Contract Analyst I*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-336-5157-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Procurement, Contracting & Administration/Contracts Section I & II/Contract Services Group I, II, III, IV	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations, Planning and Support Division	Supervisor I
BRANCH:	REVISION DATE:
Administration	8/6/2024
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
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☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Contracts Services Group Supervisor I, the Analyst I is responsible for developing and preparing a diverse workload of contractual agreements ranging from routine to the moderately technical and complex. Ensures contracts and procurements are in compliance with all applicable laws, regulations, procedures, and department guidelines.

The incumbent performs the less complex duties relating to contracts related special projects including but not limited to, business process improvement and documentation; policy and procedure development, training development and facilitation, and change management efforts. This position is the first journey level.

The following duties will be performed in accordance with the California Public Contract Code (PCC), the State Administrative Manual (SAM), the State Contracting Manual (SCM), and departmental operating policies and procedures using Microsoft Office Products.

Civil Service Classification
Analyst I

Position Number
280-336-5157-XXX

Percentage of Duties	Essential Functions
35%	Assists with preparing, monitoring, and ensuring timely execution of the department's emergency contracts including, but not limited to, non-IT and IT standard agreements, interagency agreements, leases, Purchase Orders (PO), master service and master rental agreements, reimbursable agreements, and purchase service agreements. Collaborates with team and assists with developing boilerplate language for contracts. Reviews customer-prepared agreements and statements of work for compliance with Government Code (GC), PCC regulations, SAM, and SCM. Assists requestors with market research, soliciting vendor interest and pricing when needed. Coordinates and secures internal clearance, final approvals by appropriate authorities and ensures complete contract file documentation. Processes solicitations, POs and contracts in the Financial System for California (FI$Cal) system as appropriate.
35%	Collaborates with Contract Services (CS) management on contract and procurement related special projects, including but not limited to: manual writing and training resource development, business process improvement, internal and external audit responses and legislative bill analysis. Researches best practices, reviews and analyzes procurement and contracting policies, and interprets regulatory and legislative changes to develop and enhance the Section's work processes. Assists with drafting training material, resources, and PowerPoint presentations. Interacts and works with internal and external customers to identify problems and define requirements for solutions to business problems.
20%	Assists with providing support to the CS by processing and executing standard contracts as needed especially during peak times such as fiscal year-end. Ensures all solicitation and contracting work processed in compliance with GC, PCC regulations, SAM and SCM. Takes action on standard contracting workload as assigned by the Contract Services Group (CSG) Manager.
5%	Assists in providing on-the-job training to other members on contracting and procurement policies, procedures, and methods. Provides feedback to individuals to ensure development of contracting and procurement expertise.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

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