DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	Position Control Approval: MH	Date: 01/01/2026

Employee Name	**Division** Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-545-5157-XXX	**Unit** Procurement		
Class Title Analyst I	**Location** Atascadero State Hospital		
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group** 2	**Class Ranges** A, B, C

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the Supervisor I, may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects, and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks. Assists in the less complex purchasing and contracting assignments such as processing contracts and goods requests; amendments and funding strip changes; and provides consultative services to DSH staff regarding purchasing and contracting needs.

40%	**Prepare and review Non-IT Services Contract documentation including, but not limited to, Invitation for Bids, Request for Quotes, Amendments, Scopes of Work, license requirements/validations, insurance certifications, and Certified Small Business, Microbusiness, and Disabled Veteran Business Enterprise Participation Goals. Review documentation for adherence to policies, procedures, and regulations**, as well as for accuracy and completeness. All contract documents must **adhere to State requirements** as per the Public Contract Code, Government Code, Welfare and Institutions Code, State Administrative Manual, Department of General Services (DGS) Procurement Division and the Office of Legal Services State Contracting Manuals, the Department of State Hospitals (DSH) policies and procedures, and all other applicable State purchasing/contracting regulations. **Develop and advertise** contracts on the state's CaleProcure website by **communicating with the appropriate DSH staff** to obtain contract request information, justification of essential need for services, contract scope of work, potential contractors, and projected expenditures for required contracts. Prepare and forward contract administration documentation to department heads or designees to monitor contractor performance, contractor compliance, invoicing, and all other requirements as necessary throughout the contract period. **Evaluate and determine validity of all bidding and supporting documentation submitted by contractors.** Communicates with Non-IT Services Contract Providers and Accounting Office staff to secure required documents and assist in resolution of contract billing issues.

	Ensure that all required **contract approvals are secured** from DSH-Atascadero, DSH-Sacramento, DGS, and any other agency as required. Analyze contract funding and process Funding Strip Changes to adjust funding allocations. **Utilizes the FI$Cal program to record contracts.**
40%	**Coordinate Procurement of Non-IT Goods. Research and interpret procurement methods, assist administration, departments, and buyers with the planning process to purchase goods meeting all state and federal requirements, along with DGS and DSH policies and procedures.** Receive requests, prepare solicitations, review requests/solicitations from buyers, all to include **analyzing data, calculations, and documents** for adherence to all mandated purchasing policies and procedures. **Research** statewide contract specifications, Small Business/Microbusiness/Disabled Veteran Business Enterprise certifications, State Board of Equalization for seller's permits and applicable sales tax regulations, and Federal and State Tax Delinquency sites to adapt and apply to procurement orders/activities. Analyze, upload and process vendor Payee Data Records through the FI$Cal Vendor Management function. **Provide consultation and recommendations to department heads, designees, and buyers regarding actual and potential procurement related problems, advising appropriate action for problem resolution** based on the State Contracting Manuals and other governing agency requirements. **Generate, review, and amend purchase orders (PO), purchase estimates, Limit to Brand and Non-Competitive Bid Requests to procure goods. Consult with Transportation Management for freight** requirements as necessary. Provide assistance to DSH-Atascadero Accounting, Warehouse and buyers in analyzing issues with invoices, stock receiving and any discrepancies with the goods purchased. Ensure all procurement packets/purchase orders **contain all required documents** and are kept on file as required by DGS and DSH.
20%	Performs other job-related duties as assigned, including but not limited to: **develop the correct methodologies** to **ensure compliance** with all State, DGS, and DSH procurement and contracting policies, assist in the development of DSH-Atascadero training manuals and documents, provide **technical assistance** to hospital administration and departments in procuring goods and services**, research, gather, tabulate, and track procurement data** for reporting requirements, adjudicate specialized invoices, Use a computer and appropriate software to process documents and perform data entry, present and/or co-present procurement training, back up and assist in other areas as needed.
Other Information	**Supervision Received:** Supervisor I **Supervision Exercised:** N/A

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic

boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES
General knowledge of state contracting policies, laws, rules and regulations. Specific knowledge of State and Hospital policies, laws, rules and regulations as related to procurement of goods, equipment and services, and personal service contracts. General knowledge of Public Contract Code (PCC) and Government Codes (GC) pertaining to personal services contracts; State Contracting Manual; and State Administrative Manual.

TECHNICAL COMPETENCIES
Knowledge and expertise of Adobe Pro, Access, Excel, Word, and Outlook computer operating programs. Knowledge of FI$Cal – Financial Information System for California.

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 4
The employee is required to keep current with the completion of all required training.

PHYSICAL DEMANDS – See attached

WORKING CONDITIONS:
Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee Signature Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date _____ _____ Reviewing Supervisor's Signature Date

Physical Requirements of Position

Analyst I (5157) Procurement

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking		X				
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					