COVERED CALIFORNIA™

Job Description

Classification: Analyst II

Position Title: Contract Analyst

Position Number: 801-170-5393-702

Division/Branch: 170 Business Services Branch

Location: Sacramento County

Job Description Summary

Under direction of the Supervisor I, Business Services Branch (BSB) Contracts Unit, the Analyst II, Contract Analyst, performs the more in-depth duties related to procurement administration and management for Covered California. Use Microsoft Office applications, including Excel, Word, SharePoint, PowerPoint, and the Financial Information System of California (FI$Cal). Duties may include access to information systems containing protected enrollee information, including federal tax information, protected health information, and personally identifying information.

Job Description

35% (E)
Program Liaison: Review procurement and contract requests and works with program areas in the development of complex scopes of work and budgetary documentation for new contracts and amendments; determines appropriate contractual methods to obtain services; routes procurement and contract requests for pre-approval. Gathers and interprets data to make appropriate recommendations in assisting programs with their solicitations and executed contracts. Collaborates and facilitates discussions with Covered California program areas to develop, establish, and maintain contract initiation and management processes. Receives escalated contract requests from Executive management, and processes timely.

35% (E)
Solicitation and Contracts Execution: Independently gathers and analyzes data, develops recommendations, and drafts complex service contracts and inter-agency agreements for Information Technology (IT) Division and non-IT new contracts and amendments utilizing DocuSign Contract Lifecycle Management system and preparing and posting Invitation for Bids, Request for Proposals, Master Services Agreements, and relevant solicitation processes including preparation of solicitation packages. Determines appropriate contractual methods to obtain services and independently develops and implements contract bid process strategies. Prepares awards and executes subsequent contracts using a Standard 213 or Standard 65 as applicable and develops the final contract files and FI$Cal System records. Researches, analyzes, and develops solutions to problems relating to contracts or contract processes/tools, including but not limited to, FI$Cal system processes, budget-related issues, non-competitive bid requests, advertising and insurance requirements, consultant issues, and other legal requirements or technical questions.

15% (E)
FI$Cal and DocuSign CLM System User: Transacts daily in the DocuSign CLM and FI$Cal system to complete contracting related tasks and assignments. Uses knowledge of both FI$Cal system and DocuSign CLM procurement processes and policies to facilitate updates to existing business processes and adapts to accommodate new operational changes as necessary. Trains to become subject matter expert in the FI$Cal and DocuSign CLM systems. Actively participates in planning sessions, meetings, trainings, and collaboration opportunities to provide the most current information to BSB Leadership.

10% (E)
Continuously improves internal contracting processes, assists with achieving overall business process improvements and best practices in contracting (e.g. Fi$Cal, Form 700 tracking, Agent contract processing, DocuSign CLM, etc.). Attends meetings on behalf of the Supervisor I as directed.

5% (M)
Miscellaneous: Maintains all contract and vendor related files, records, logs, and databases. Manages and assists with responses to requests for procurement related information for Public Records Act requests and audit inquiries. Provides backup to the Purchasing Unit. Travels locally off-site for trainings, meetings, and assignments.

Scope and Impact
a. *Responsibility for Decisions and Consequences of Error:* This position performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. Consequences of error may result in placing Covered California at legal or financial risk due to contract oversight, missed deadlines, and poor working relationships.
b. *Administrative Responsibility:* This position does not have administrative duties.
c. *Supervision Exercised:* This position does not exercise supervision but may act as lead.
d. *Frequent Internal Personal Contacts: Executives (Exempt and CEA), Manager II, Supervisor II, Supervisor I, Analyst II, Analyst I, Business Services Officer I (Specialist) (BSOI).*
e. *Frequent External Personal Contacts:* Other State Agencies, Contractors, and Vendors.

Physical and Environmental Demands

Work Environment
Work Environment
Work in a climate-controlled office under artificial lighting; exposure to computer screens and other basic office equipment; office space is open and thus noisy; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; must be flexible to workdays/nights, weekends and select holidays as needed; during peak periods, may be required to work overtime; appropriate dress for the office environment.
Essential Physical Characteristics

The physical characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis and be available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need; frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders. Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Working Conditions and Requirements

a. *Schedule:* Core business hours are Monday through Friday, 8:00am - 5:00pm
b. *Travel:* Travels locally off-site for trainings, meetings, and assignments up to 5% of the time.
c. *Other:* BSB supplies essential on-site services to Covered California at all of our worksites. This position may be asked to assist with essential on-site functions as needed.