



## DUTY STATEMENT

<b>Classification:</b> Associate Governmental Program Analyst		<b>Position Number:</b> 171 - 5393 - 705
<b>Division/Office/Section:</b> AFITS/Business Services/Contracts Unit		
<b>Location:</b> Sacramento	<b>Effective Date:</b> 11-01-2015	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> R 01		

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.

**POSITION DESCRIPTION:**

Under the direction of the Staff Services Manager I (SSM I), the incumbent is responsible for the most difficult and complex technical and analytical work related to processing contractual documents and for providing direction and assistance as needed to staff of all levels.

**ESSENTIAL FUNCTIONS**

- 45%** Independently consult with and advise managers and staff on contract policies and procedures and provide technical and analytical assistance for the development of contract concepts and scopes of work. Review, analyze, and process all types of agreements (Non IT services, interagency, exempt, amendments, and non-competitive bid). Facilitate formal and informal competitive solicitations through the appropriate acquisition methods such as SB/DVBE Option, Leveraged Procurement/Master Agreements, Informal Service Order, Invitation for Bid, Request for Qualifications, and Request for Proposal-Primary or Secondary. Develop processing timelines, bid openings, executions, and closing of contracts.
  
- 35%** Review supporting documentation and ensure consistency with the Department's Contract Allocation Plan and compliance with Government Code, Public Contract Code, the State Contracting Manual, State Administrative Manual, and the Department's Administrative Manual. Coordinate and receive approval from Department personnel and contractors, report and submit to appropriate control agencies, as required. Work with Department assigned attorney and/or respond orally and in writing to questions and conduct research and prepare justification/information as requested by assigned DGS/OLS attorney to support Department contracts. Process multiple contracts with various timelines and time sensitive documents at any one time. Manage and maintain contract files in an orderly fashion and input information related to contracts into the established Excel and Access tracking systems.
  
- 15%** Facilitate and participate in meetings with all levels of staff, and attend Public Meetings as necessary. Prepare and deliver Contract Management Training to appropriate staff and update information on CalRecycle's internal website. Make recommendations for process improvement on contract issues. Assist in the development of department policy and procedures regarding contracts. Develop, update, and distribute a contract procedural manual as needed. Attend State Contracting Advisory Network (SCAN) meetings and Procurement Forums as they pertain to contracts. Participate in Department of General Services Cal-PCA on-going training. Participate in the implementation of the Financial Information System for California (Fi\$Cal) as it pertains to procurement.

**MARGINAL FUNCTIONS**

- 5%** Prepare various annual reports to the Governor's Office, legislature, and control agencies as required and other various reports and written correspondence when necessary. Serve as one of CalRecycle's SB and DVBE Advocates. Attend SB/DVBE Advocate meetings, outreach events, meetings with the Governor's SB advocate, and participate on SB/DVBE committees.



## DUTY STATEMENT

<b>Classification:</b> Staff Services Analyst		<b>Position Number:</b> 171 - 5157 - 705
<b>Division/Office/Section:</b> AFITS/Business Services/Contracts Unit		
<b>Location:</b> Sacramento	<b>Effective Date:</b> 11-01-2015	
<b>Supervisor's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Collective Bargaining Identifier (CBID):</b> R 01		

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.

### POSITION DESCRIPTION:

Under the close direction of the Staff Services Manager I (SSM I), and in cooperative collaboration with the other contract analysts, the incumbent is responsible for the less complex analytical work and support duties related to processing contractual documents and for providing direction and assistance as needed to staff of all levels.

### ESSENTIAL FUNCTIONS

- 45%** Assist in consulting with and advising managers and staff on contract policies and procedures and providing technical and analytical support for the development of contract concepts and scopes of work. Assist with reviewing, analyzing, and processing all types of agreements (Non-IT services, interagency, exempt, amendments, and non-competitive bid). Assist with and facilitate formal and informal competitive solicitations through the appropriate acquisition methods such as SB/DVBE Option, Leveraged Procurement/Master Agreements, Informal Service Order, Invitation for Bid, Request for Qualifications, and Request for Proposal-Primary or Secondary. Assist in developing processing timelines, bid openings, executions, and closing of contracts.
  
- 35%** Assist with the review of supporting documentation and ensuring consistency with the Department's Contract Allocation Plan and compliance with Government Code, Public Contract Code, the State Contracting Manual, State Administrative Manual, and the Department's Administrative Manual. Assist with the coordination and receiving of approval from Department personnel and contractors, report and submit to appropriate control agencies, as required. Assist with working with the Department assigned attorney and/or respond orally and in writing to questions and conducting research and preparing justification/information as requested by assigned DGS/OLS attorney to support Department contracts. Assist with processing multiple contracts with various timelines and time sensitive documents at any one time. Manage and maintain contract files in an orderly fashion and input information related to contracts into the established Excel and Access tracking systems.
  
- 15%** Assist in the facilitation of, and participate in meetings with all levels of staff, and attend Public Meetings as necessary. Assist in the preparation and delivering of Contract Management Training to appropriate staff and updating information on CalRecycle's internal website. Make recommendations for process improvement on contract issues. Assist in the development of department policy and procedures regarding contracts. Assist in the updating and distributing of a contract procedural manual as needed. Attend State Contracting Advisory Network (SCAN) meetings and Procurement Forums as they pertain to contracts. Participate in Department of General Services Cal-PCA on-going training. Assist in the implementation of the Financial Information System for California (Fi\$Cal) as it pertains to procurement.

### MARGINAL FUNCTIONS

- 5%** Assist in the preparation of various annual reports to the Governor's Office, legislature, and control agencies as required and other various reports and written correspondence when necessary.