

## DUTY STATEMENT

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| Employee Name:   | Position Number:<br>580-510-5393-731  |
| Classification:<br>Associate Governmental Program Analyst  | Tenure/Time Base:<br>Permanent / Full Time  |
| Working Title:<br>Contract Analyst   | Work Location:<br>3901 Lennane Drive, Sacramento CA 95834   |
| Collective Bargaining Unit:<br>R01   | Position Eligible for Telework (Yes/No):<br>Yes   |
| Center/Office/Division:<br>Center for Family Health / Women, Infants,<br>and Children (WIC) Division | Branch/Section/Unit:<br>Operations and Infrastructure Branch / Business<br>Support Section / Contract and Procurement<br>Support Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As a member of the Business Support Section, the incumbent serves as part of a team that provides technical contract and procurement oversight and assistance to local agencies and contractors in support of the Women, Infants, and Children (WIC) Program to ensure a legally operable, fiscally sound, and financially credible statewide organization.

The incumbent works under the general supervision of the Chief, Contract and Procurement Support Unit, Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA), Contract Analyst, performs the more responsible, varied, and complex technical analytical staff services assignments related to WIC local agency and support contracts, including preparation of solicitation documents, and contract and amendment development and processing. Provides training and consultation to CDPH/WIC Contract Managers regarding contract compliance and fiscal issues in accordance with federal and state regulations.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

- 35% In support of WIC local agency contracts, develops standard contract language for boilerplate or standardized documents and collaborates with both Operation's and program managers on the development of budget template as provided on state-required forms for both new contracts and subsequent amendments. Prepares individual contracts and amendments using approved templates and ensures compliance with federal and state requirements, including secondary invoice approval for Operations-related contracts, as directed. Works with and provides general training and guidance to the Local Services Branch, Local Support Section, as assigned.
- 30% Ensures that all contracted services (contracts, procurements, and agreements) and documents are provided in support of WIC business needs based on timelines co-developed with the BSS Chief and other WIC managers. Discusses contract needs with WIC staff and analyzes requests for various services to determine the appropriate contract or procurement method. Prepares appropriate solicitation or bid documents, i.e., Request for Proposal, and Invitation for Bid. Develops support contracts and/or procurements with contract managers to obtain appropriate contract language and documentation. Develops applicable contract or procurement exhibits and attachments; provides the contract manager and/or contractor with technical assistance; resolves complex, sensitive, and technical contract or procurement problems in writing, email, webinar, or via the telephone with contractors; conducts peer review of subcontracts to ensure compliance with federal and state requirements. Works with and provides general training and guidance to WIC contract managers.
- 25% Maintains and updates tracking tools and resources, prepares routine reports for WIC Management regarding status of various contracts and procurements.

5% Attends and actively participates in Unit, Section, and Division meetings, trainings, and workgroups, and shares information and ideas with coworkers to maintain a collaborative, supportive environment. Assists with preparation and facilitation of relevant materials during meetings, as well as relevant follow-up.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as assigned.

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| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above. |                 | I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.) |      |
| Supervisor's Name:   | Date            | Employee's Name:   | Date |
| Supervisor's Signature   | Date            | Employee's Signature   | Date |
| <b>HRD Use Only:</b><br>Approved By: EH  | Date<br>6/17/23 |  |      |