



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Unit</b> Administration	<b>Name</b>
<b>Working Title</b> Contract Analyst	<b>Position Number</b> 373-100-5393-703	<b>Effective Date</b>

**GENERAL STATEMENT**

The Associate Governmental Program Analyst receives direction from the Procurement and Business Services Supervisor (SSM I) and acts as Contract Analyst to independently perform the more technical and complex contracting functions. The incumbent must adhere to ethical practices in accordance with all applicable statutes, departmental policies and procedures, standards and controls, and rules pertaining to delegated purchasing authority approved through Department of General Services (DGS).

**ESSENTIAL FUNCTION**

<b>20%</b>	Serve as the Contract Analyst to provide guidance and advise on the procurement process and activities. Analyzes and interprets State Contracts Manual (SCM), State administrative Manual (SAM), and other statewide or internal guidelines to process complex requests. Independently reviews, analyzes, composes and/or edits the most complex contracts and determines appropriate solicitation method (California Multiple Award Schedule (CMAS), Request for Offer (RFO), Request for Proposal (RFP), Invitation For Bid (IFB), etc.). Processes Purchase Orders (POs) and grants and in the Fi\$Cal system. Utilizes Cal eProcure to compose and submit ads via Internet to the Contracts Register. Prepares and writes scope of work. Researches and composes responses to requests and inquiries from prospective bidders. Compiles bidders' list and reviews and analyzes all proposals received for compliance. Conducts selection review committee meetings and tabulates scores. Composes and sends out letters of recommendation, disqualification, intent and award. Researches and responds to inquiries from the Department of General Services, Office of Legal Services, and any other inquiries during the contract review and execution process. Sends finalized packages out to all parties and ensures documents are retained in accordance with retention policies. Makes recommendations and updates existing policy or procedure manuals to increase efficiency and
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	to ensure compliance, including procurement changes from DGS.
<b>20%</b>	Prepares Fi\$Cal (F\$) Purchase Orders and Service Orders, STD. 213 and STD. 210 service contracts for the department, which includes researching, requesting and analyzing quotes for orders and services per the departmental policies and procedures. Prepares Purchase Estimate STD. 66 for any purchases not within the departmental purchasing authority. Works with the DGS analyst assigned to ensure purchase is made to specifications and in alignment with the needs of the department. Ensures appropriate documentation is maintained, including documents and internal logs for GO-Biz wide records retention.
<b>20%</b>	<p>Develops and maintains a database to track single and multi-year contracts and grants, and provides status updates to management throughout the contract/grant process. Researches accounting records to ensure funds are encumbered properly, verify fund availability, revises STD. 215, and corrects document to move or disencumber funds as needed. Manages Contract/Grant and funding to ensure contract does not over expend authority. Amends contract/grant when expenditure will exceed authority. Evaluates contracts annually for efficiency trends and makes recommendations to management on contracts that will provide greater efficiencies and cost savings.</p> <p>Prepares responses and provides documentation for bid protest to contract award. Works with suppliers and DGS to determine a final decision for a protest. Stay abreast of and analyze changes impacting departmental policies and procedures manuals to make updates based on procurement changes issued by DGS. Prepares annual procurement applications for submittal to DGS. Finalizes any changes to departmental purchasing policies and procedures for submittal to DGS. Prepares annual contract reports as required by DGS.</p>
<b>20%</b>	<p>Independently reviews, analyzes, and processes Travel Advance Requests (TAR) and Travel Expense Claims (TEC). Process updates in CalATERS and Concur. Answers travel related questions for internal customers and guides new employees on the onboarding process for travel.</p> <p>May act as Travel Coordinator for GO-Biz. Primary point of contact for travel related issues. Communicates with DGS STP, CalHR, and SCO CalATERS on travel related questions or concerns. Updates and maintains the departmental travel guide according to statewide policies. Prepares and monitors necessary reports for tracking and compliance with travel policies. Creates and maintains travel accounts in CalATERS and concur for all GO-Biz staff.</p>
<b>5%</b>	Independently analyzes contract invoices to ensure terms and conditions are met and obtains invoice approval for payment to substantiate expenditures for work performed. May code invoices with payment information, monitors contract balances, processes invoices for payment through the Accounting Office, and researches payment status for inquiries.
<b>5%</b>	<p>May act as Emergency Coordinator.</p> <p>May act as 25 Year Award Coordinator.</p> <p>May act as Surplus Property Coordinator— arranges to have surplus property recycled or disposed of and prepares property survey report (STD. 152) or property transfer report (STD. 158) for GO-Biz.</p> <p>May act as liaison with building management and staff. Notifies building management of any issues or hazards within the office suite. Backup to primary for maintaining and issues key cards to all staff and grants or denies access for certain areas and hours. Backup to primary for providing new employees badges, cell phones, and other related needs.</p>
<b>5%</b>	Serves as backup to pick up weekly payroll and other documents from the State Controller's Office. Picks up salary advances, travel reimbursements, and other documents from the Department of General Services on an as-needed basis.

<b>5%</b>	Onboarding and retraining GO-Biz staff unfamiliar or not up to date on state procurement. Other duties as assigned.
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<b>SUPERVISION EXERCISED</b>
None

<b>SUPERVISION RECEIVED</b>
The Contract Analyst will work under the direction of the Staff Services Manager I, Business Services Supervisor.

<b>PUBLIC CONTACT</b>
During work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations.

<b>CONSEQUENCE OF ERROR</b>
It is imperative that the incumbent is tactful always when dealing with management, other staff, incoming calls and visitors. Lack of tactfulness could result in disciplinary actions against incumbent.

<b>INITIATIVE AND INDEPENDENCE OF ACTION</b>
The position requires a high degree of independence, creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

<b>CERTIFICATION</b>
This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.
I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee Signature:**

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<b>Associate Governmental Program Analyst, GO-Biz</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

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<b>Staff Services Manager I, GO-Biz</b>	<b>Date</b>

**Supervisor's Printed Name:**

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