



Classification: Associate Governmental Program Analyst  
 Position Number: 880-600-5393-790

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-600-038	<b>Classification Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 880-600-5393-790
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Contract Analyst	<b>Effective Date:</b> September 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services, Business Operations Branch		<b>Section/Unit:</b> Contracts Section, Contracts Unit B
<b>Supervisor's Name:</b> Naila Malik		<b>Supervisor's Classification:</b> Staff Services Manager I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the direction of a Staff Services Manager I, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
This position performs highly complex technical and analytical work and is responsible for quantity, quality, timeliness, accuracy, and completeness of work. The incumbent will establish good working relationship with coworkers, Division/Region/Office (DRO) staff and management; maintain regular, consistent, predictable attendance; exercise good judgment; maintain high ethical standards and provide quality and professional customer service. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
<b>Essential Functions (Including percentage of time):</b>



30%	<p>Independently review and analyze Contract Request Forms (CRF) submitted by assigned DROs and prepare all contract documents for approval. This includes detailed analysis of scope of work, contract budget detail, terms and conditions, and competitive bid documentation to ensure program objectives can be met and the interests of the State are protected. Using Division of Administrative Services' (DAS) contracting model, take the lead in assisting customers with developing contract information/detail. Ensure contracts are in compliance with the State Contracting Manual (SCM), State policy, State Water Resources Control Board (Water Boards) policy, and any applicable laws. Confer with management to assemble final contracts by including correct attachments, terms and conditions and other required documents that include Consulting, Interagency Agreements, Receivables, Public and Private Entities, Colleges and University Agreements, Non-Competitive Bid (NCB) Agreements and amendments. Interpret and apply new laws, directives, and control agency policies and utilize them during the contract review process.</p>
20%	<p>Prepare solicitation documents including Request For Offer (RFO), Request for Proposal Secondary and/or Primary (RFP), Invitation for Bids (IFB), Request For Qualifications/Quotes (RFQ) packages, as well as Small Business Option (SBO) and Disabled Veteran Business Enterprise (DVBE) solicitation packages. Provide advice and direction to contract managers on appropriate modifications to the solicitation, input information required for advertising in the State's procurement system and analyze selection committee ratings to ensure accurate evaluation of submittals. Participate as a panel member as required. Enter project status into the contracts workload. Customize contracts to the unique requirements of specialized program needs and a wide variety of funding sources and contract agencies, often requiring negotiations between two or more parties and ensure the fiscal integrity of contracts.</p>
20%	<p>Research, analyze and develop solutions to problems involving contract provisions to ensure that Water Boards objectives can be met and the interests of the State are protected. During contract development, work cooperatively with and advise customers on appropriate interpretation of contracting requirements and all aspects of the contract process.</p>
15%	<p>Develop and participate in the delivery of ongoing training classes for Water Boards staff involved in preparing and managing contracts. Educate staff on invoicing as it relates to deliverables, bid solicitation and preparation; accurately assembling CRF; contracting process; contract management responsibilities and any other specialized training that may be required. Provide hands-on training on an ongoing basis to staff to ensure they have the necessary knowledge and tools to complete their requests completely and correctly. Deliver training in a classroom to up to sixty (60) participants over the course of two (2) days in the area of Scope of Work development, Budget Detail development, Contract Request Process, and Contract Management among other topics. Some travel may be required of up to three days to the Regional Water Board locations. Facilitate and deliver refresher training using online, in-person or interactive approach. Assist with web-based training development for certification renewals. Update and maintain all material related to training, in-person 2-day course, refresher training, and web-based training as needed and on a regular schedule.</p>



10%	Conduct meetings with management and other staff from assigned DROs to provide updates on changes in contracting procedures, forms, laws, rules and requirements. Advise customers on types and variety of contracting methods available and appropriate method to be used for specific types of services needed. Conduct moderately complex special projects or assignments related to contracting process improvements or the revision or development of new forms or contracting tools. Monitor State contracting related bills for changes to laws affecting the Water Boards contracts program by accessing various websites to ensure the changes are in effect. Coordinate the maintenance and continuous improvement of the Contracts Unit intranet site and Workload tracking spreadsheet by contributing ideas, updating and providing new materials/samples, as appropriate and review and provide input on new developments and enhancements.
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**Marginal Functions (Including percentage of time):**

5%	Perform other duties as required.
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18<sup>th</sup> floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date