

DUTY STATEMENT

Employee Name:	Position Number: 580-820-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Limited-Term/Full-time
Working Title: Contract Management Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Business Operations Branch/Business Services Section/Contract & Procurement 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), Center for Health Care Quality (CHCQ) mission and strategic plan by providing oversight and management of CHCQ's service agreement contracts.

The Associate Governmental Program Analyst (AGPA) is responsible for ensuring the contract and solicitation requests have a Scope of Work/Statement of Work (SOW) that is clear, concise, and contains a detailed description of the work to be performed and services/goods expected to be received. The incumbent will work both independently and in a team-oriented environment performing a wide variety of consultative and analytical staff services assignments including expenditure tracking, invoice approval, and overall

management of assigned CDPH CHCQ Contracts.

The incumbent works under the direction of the Staff Services Manager II (SSM II).

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% Independently researches, collects, analyzes, and interprets information provided by contract requestors to develop and write contract/agreement language. Ensures the language is clear, concise, and contains a detailed description of the work to be performed, Scope of Work/Statement of Work (SOW). Ensures the SOW contains appropriate contract provisions, completion dates, benchmarks, timelines, deliverables, and contractor/vendor responsibilities. Ensures the SOW is following all federal or special regulations. Requests funding for the agreement from CHCQ Fiscal Services Branch (FSB). Creates a budget that is fiscally responsible while still ensuring CDPH receives the requested services and/or goods. Manages contract requests including but are not limited to, Local Assistance/Subvention, Inter-Agency (State and UC/CSU), Reimbursement, Temporary Manager, Personal Services, Consultative, Information Sharing, Memorandum of Understanding, Invitation for Bid, Fair and Reasonable, Master Service Agreement, Request for Offer, Request for Proposal, and Request for Quote.
- 25% Serves as main contact between CDPH and approved Contractors/Vendors. Monitors progress of work being performed to ensure that services are performed according to the quality, quantity, objectives, timeframes, and manner specified in the agreement(s). Monitors and tracks expenditures to ensure there are sufficient funds to pay for all services rendered as required by the agreements, and to ensure timeliness of amendments and encumbrances. Reviews and approves invoices to substantiate expenditures for work performed and to ensure timely payment to prevent penalties being assessed. Independently prepares and maintains contract logs and historical folders to ensure all required documents and correspondence are stored per CDPH record retention policies.
- 15% Provides technical and analytical assistance/consultation to funded agencies, program staff, and other organizations around state and federal legal requirements and regulations to include contract management services. Identifies contract issues and recommends solutions based on independent research and partnership with appropriate sources to include but not limited to, CDPH Program Subject Matter Experts (SMEs), CHCQ Contract & Procurement Unit (CPU) Contract Analysts, Office of Legal Services, FSB, and Program Support Division partners.

10% Independently researches, analyzes, and interprets contract agreements, purchase requisitions, and any historical sources of information to respond to CDPH Public Records Act (PRA) Requests, Agency-level (or equivalent) Requests for Information (RFI), Federal Emergency Management Authority (FEMA) RFIs, or other emergency-response inquiries as requested. Prepares, analyzes, develops, and finalizes all necessary responses, as requested. Complies with government codes section 6252(d) and 6252(e) in fulfilling PRA requests within the given timeframe; ensures CDPH remains compliant. Identifies and utilizes Health and Safety Codes, Code of Federal Regulations, Program's Policy and Procedure Manual, California Public Contract Codes, State Administrative Manual (SAM), Department of General Services (DGS) State Contracting Manual (SCM), CDPH Purchasing Manual, and general government policies and procedures to validate or expand on rationale for prior decision making that highlights strict adherence to both departmental and State rules, regulations, and laws.

10% Collaborates with CHCQ Business Operations Support Section (BOSS) to develop and maintain an RFI/PRA log specific to applicable responses. Provides weekly updates on status of all relative PRA/RFI requests to management. Creates a variety of ad-hoc reports, as requested.

Marginal Functions (including percentage of time)

5% Other work-related duties as required.

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
HRD Use Only: Approved By: ES	Date 10/9/24		