

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

022

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Fiscal, Admin. and Information Technology Division	3. CLASS TITLE AGPA
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-200-5393-801

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I, this position serves as the EMS Authority's Contract Analyst and performs the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) acts as the sole Contract Analyst for the Department, and is responsible for independently performing the more technical and complex contracting functions and higher level analytical work associated with contract management activities in the Emergency Medical Services (EMS) Personnel, Disaster Medical Services, and EMS Systems Divisions. The Contract Analyst performs all functions related to the preparation, review, and monitoring of contracts, and will interact and act as the liaison with program staff, public agencies, private companies and general public. 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 the Department of General Services. The Contract Analyst will interact with and provide technical assistance and backup to the Procurement Analyst and will also perform these duties in accordance with the State Administrative Manual, State Contracting Manual, and State Rules and Regulations. The Contract Analyst will act as a fiduciary to ensure best value for the State and demonstrate a positive attitude and commitment to providing quality service that is accurate, timely, and exceeds customers' expectations.</p>

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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Essential Functions (cont.)

35%

In order to assist Program Managers and staff in the preparation and execution of contracts (Interagency, Standard Agreements, consultant services, Federal agreements, etc.), the Contract Analyst is a full journey level class and works independently as a Subject Matter Expert:

- Prepares with management sensitive and/or complex contracts advising them on legal requirements and limitations when developing contracts.
- Reviews and analyzes proposed scope(s) of work for thoroughness and effectiveness and provides recommendations and makes revisions as necessary to finalize the scope(s) of work.
- Prepares and submits all appropriate contract request document packages, amendments and task orders, exhibits, and attachments in accordance with State of California contracting laws, Departmental policies, procedures, purchasing authority, and guidelines
- Researches and evaluates compliance with the State Contracting Manual, State Administrative Manual, Governmental and Contracting Codes, etc., as related to the preparation and review of contracts and all necessary contract documents.
- Monitors contracts to ensure compliance with all contract provisions.

35%

The Contract Analyst researches, composes, and responds to correspondence for new contract requests, amendments, and renewals to meet the business needs of the EMS Authority and independently coordinates and completes the most technical and difficult competitive bid processes:

- 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.).
- Utilizes Bidsinc and composes and submits ads via Internet to the Contracts Register.
- Researches and composes responses to requests and inquiries from prospective bidders;
- Compiles bidders' list and reviews all proposals received for compliance.
- Conducts selection review committee meetings and tabulates scores.
- Composes and sends out letters of recommendation, disqualification, intent and award; and responds to protests.
- Researches and responds to inquires from the Department of General Services Office of Legal Services during the contract review and execution process.

15%

Develops and maintains a database to track single and multi-year contracts and provides status updates to management throughout the contract process. Tracks contract expenditures to monitor balance and makes recommendations to management based on funding concerns:

- Researches accounting records to ensure funds are encumbered properly, verify fund availability, prepares funding strip, revises Std. 215, and corrects document to move or disencumber funds as needed.
- Manages Contract and funding to ensure contract does not over expend authority.
- Amends contract when contract 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.

5%	<p>Essential Functions (cont.)</p> <ul style="list-style-type: none"> Independently analyzes contract invoices to ensure terms and conditions are met and obtains invoice approval for payment to substantiate expenditures for work performed. Codes invoices with payment information, monitors contract balances, processes invoices for payment through the Accounting Office, and researches payment status for inquiries. <p>Ensures the EMS Authority’s contracting processes are current, the incumbent:</p> <ul style="list-style-type: none"> Provides guidance, consultation, training, and acts as a liaison to programs regarding contract administration. Documents all communications with vendors in contract file and develops and maintains a comprehensive recordkeeping system which tracks all administered contracts using both hard copy and electronic methods. Assists management with special projects that aim to continuously improve internal contracting processes and focused on achieving overall business process improvement and best practices in contracting.
10%	<p>Marginal Functions Provides backup to the Procurement Analyst.</p> <p>Knowledge and Abilities Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>NOTE: During emergency operations, may be required to work in EMSA’s Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA’s field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.</p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> Working knowledge of the Public Contract Code, Government Code, SAM, California Acquisition Manual and similar documents. Strong written, analytical, interpersonal and oral and written communications skills. Establish and maintain the confidence and cooperation of others. Ability to use good judgment, tact and maintain confidentiality.

Desirable Qualifications - continued

- Ability to adhere to established time lines are critical.
- Analyze situations accurately, make recommendations, and take effective action.
- Demonstrated ability to act independently, open-mindedness, flexibility.
- Ability to maintain consistent and regular attendance.

Interpersonal Skills

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

Work Environment, Mental and Physical Abilities

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to travel on an occasional basis and work overtime as needed.