

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

EFFECTIVE DATE:

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CDCR INSTITUTION OR DEPARTMENT California Correctional Healthcare Services		POSITION NUMBER (Agency - Unit - Class - Serial) 042-126-5393-809	
UNIT NAME AND CITY LOCATED Allied Health Services, Elk Grove		CLASS TITLE Associate Governmental Program Analyst	
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 9272 Laguna Springs Drive, Elk Grove, CA 95758	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.			
Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) acts as a liaison with the Contracts Unit, and is responsible for the higher level analytical work associated with contract management activities in the California Correctional Health Care Services (CCHCS), Allied Health Services (AHS) section. AHS program areas include Health Information Management, Laboratory Services, Pharmacy Services, Dietary Services, and Imaging Services.			
% of time performing duties	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>		
ESSENTIAL FUNCTIONS			
40%	Independently develops, reviews, analyzes, writes, and processes the most complex contracts utilizing the most technical and difficult competitive bid processes. Provides guidance, consultation, and training, and acts as a liaison to institution programs regarding AHS contract administration. Analyzes and provides final departmental review of contracts requiring control agency approval, and ensures assigned contract management responsibilities and activities conform to contract laws, rules, policies, procedures, and statutes. Writes scope(s) of work and submits contract request documents. Independently composes and responds to correspondence regarding contract procedures, activities, and issues affecting State of California contracting. Develops and maintains a database to track contracts and provide status updates to management throughout the contract process. Monitors the more complex contracts to ensure compliance with all contract provisions. Develops and maintains Microsoft Excel spreadsheets to track contract expenditures; documents all communications with vendors; interprets, reviews, and provides independent recommendations to executive and leadership staff on new procedures utilizing the Business Information System (BIS). Provides weekly and monthly contract reports to management. Monitors and documents the performance of contractors, including completion of Contractor Evaluations for the Director of AHS.		
25%	Meets with staff on sensitive and/or complex contracts to advise them on legal requirements and limitations when developing contracts. Independently develops and prepares contract bid process strategies. Assesses and requests amendments, renewals, or new contracts to meet the business needs of AHS. Independently reviews and approves invoices for payment to substantiate expenditures for work performed and prevent late payment penalties. Verifies contractors have fulfilled all contract requirements prior to approving final invoices. Conducts presentations on contractual procedures to staff; develops and maintains a comprehensive recordkeeping system, which tracks all administered contracts, using both hard copy and electronic methods. Ensures funding is available and contracts are encumbered in conformance with the department's policies, laws, rules, regulations, and statutes.		

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20%	Consults, advises, and provides recommendations on contract terms in the areas of administration and legal conformity to CCHCS, AHS programs and institutional staff. Acts as a liaison between California Department of Corrections and Rehabilitation Regional Accounting Offices, institutions, AHS and CCHCS Office of Procurement Services, regarding acquisitions, non-medical and consultant contract services, and invoice processing procedures. Participates in qualification interviews for potential bidders when necessary. Independently gathers and analyzes data to make appropriate recommendations in determining the legal impact and necessity for contractual agreements.
10%	Assists in the Project Summary Report reconciliation process each month. Provides backup for other analytical and support staff as required.
5%	Performs other related duties as necessary.

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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.

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.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

DESIRABLE QUALIFICATIONS

Interpersonal Skills: Work independently in a team setting. Excellent communication skills.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to exert up to 20 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

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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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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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