

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

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services (CCHCS)		POSITION NUMBER (Agency – Unit – Class – Serial) 042-126-5157-809	
UNIT NAME AND CITY LOCATED Allied Health Services, Elk Grove		CLASS TITLE Staff Services Analyst (SSA), Contracts	
WORKING DAYS AND WORKING HOURS Monday through Friday; a.m. to p.m.		SPECIFIC LOCATION ASSIGNED TO 9272 Laguna Springs Drive, Elk Grove, CA 95758	
PROPOSED INCUMBENT (if known)		CURRENT POSITION NUMBER (if applicable)	
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 supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) acts as a liaison with the Contracts Unit, and is responsible for the lower 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 addition sheet if necessary)</i>	
ESSENTIAL FUNCTIONS			
45%	Assists in developing, reviewing, analyzing, writing, and processing less complex contracts utilizing the least technical and difficult competitive bidding processes. Assists with guidance, consultation, and training, and acts as a liaison to institution programs regarding AHS contract administration. Analyzes and assists in 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. Assists in writing scope(s) of work and submits contract request documents. Assists in composing and responding to correspondence regarding contract procedures, activities, and issues affecting State of California contracting. Assists in developing and maintaining a database to track contracts and provide status updates to management throughout the contract process. Evaluates less 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 recommendations to management 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%	Attends meetings with staff on sensitive and/or less complex contracts to assist in advising them on legal requirements and limitations when developing contracts. Assists in developing and preparing contract bid process strategies. Evaluates and requests amendments, renewals, or new contracts to meet the business needs of AHS. Reviews and provides an initial approval of invoices for payment to substantiate expenditures for work performed and prevent late payment penalties. Verifies presentations on contractual procedures to AHS staff; develops and maintains a recordkeeping system, which tracks all administered contracts, using both hard copy and electronic methods. Verifies funding is available and contracts are encumbered in conformance with the department's policies, laws, rules, regulations, and statutes by corresponding with CCHCS' Fiscal Management Branch.		

15%	Provides assistance and 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. 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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% 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 addition sheet if necessary)</i>	
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p>SPECIAL PERSONAL REQUIREMENT</p> <p><i>Special Personal Characteristics:</i> Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.</p> <p>DESIRABLE QUALIFICATIONS</p> <p><i>Interpersonal Skills:</i> Work independently and in a team setting.</p> <p><i>Additional Desirable Qualifications:</i> Knowledge or understanding of medical terminology.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>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, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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