

CLASSIFICATION: Staff Services Analyst (Contract Analyst)	Time Base: Full Time	SALARY: \$4,400.00 - \$5,348.00	FFD: Until Filled
LOCATION: Sacramento		DIVISION: ASD	
CONTACT: Belinda Patton		E-MAIL: bpatton@arb.ca.gov	PHONE: 916-445-3263
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<p>DUTIES:</p> <p>Due to the Governor's Hiring Freeze Order, only internal Air Resources Board lateral candidates will be considered.</p> <p>Under the general direction of the Contract & Procurement Services Section Manager, SSM II, and the Contracts Unit Supervisor, SSM I, the incumbent coordinates pre-award and some post-award contract activities for both IT and non-IT services in conformance with applicable statutory and regulatory requirements, policies and procedures. Contract services are semi-centralized at the Air Resources Board (ARB), requiring the analyst to coordinate / handle all activities through final contract approval; program staff manage the approved contracts. Activities include but are not limited to:</p> <ul style="list-style-type: none"> o Serve as the liaison between program staff, contractors, legal, and DGS; o Review and analyze requests for contract services from ARB programs; o Explain options and advise program staff; o Make recommendations for the most efficient and effective methods to obtain the services needed; o Identify and resolve problems; o Coordinate the development, and handle the review and release, of all solicitation documents; o Receive bids/proposals; o Conduct public cost openings; o Facilitate bid evaluations and coordinate final evaluation reports; o Develop final contracts and supporting documentation; o Assist with resolving post-award issues and disputes. 			
<p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Excellent organization, written and oral communication skills, and the ability to effectively work with staff at all levels. • Knowledge of the Public Contract Code; Government Code; State Contracting Manuals Volumes 1, 2, and 3; and other contracting rules, regulations, policies, and procedures. • Strong analytical abilities: likes to conduct research, and analyze and interpret findings. • The ability to work with minimal supervision by being a self motivator and a team player, and using good judgment. • The ability to handle changing priorities, and work under pressure within time constraints. • A record of dependability and reliability. • Familiarity with Microsoft Office software (Word, Excel, and Access). <p>All interested applicants must submit a cover letter, standard State Application Form STD 678 (with original signature), and resume.</p>			