DUTY STATEMENT

Class Title	Position Number
Staff Services Analyst	580-401-5157-904

COI Classification
☒ Yes ☐ No

Unit

Section
Fiscal Management

Branch
Administration

Division
Office of AIDS

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct.

Job Summary: The Staff Services Analyst (SSA) is responsibile for providing assistance on Office of AIDS (OA) contracting activities and providing technical assistance, guidance, and recommendations to OA management and staff.

Supervision Received Under supervision of the Staff Services Manager I, Chief of the Fiscal Management Unit.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time Essential Functions

30% Assist the lead contract Associate Governmental Program Analyst (AGPA) in the preparation of contract documents, including multiple contracts that are generated from a single approved boilerplate. Replicate the contract documents for multiple contractors, updating names, numbers and other pertinent information. Route contract documents internally for review and approval prior to entering the contract into the electronic Department Contracting Database (CAPS) and submitting to the Department's Contract Management Unit. Package and deliver contract documents to Accounting and Contract Management Unit for signature. Follow up on contract documents not returned from contractors in a timely manner. Maintain existing contract information tracking system and enter detailed information into the system.

20% Edit scopes of work; ensure contract compliance with state regulations and codes; assist with developing procedures for processing contract amendments/budget revisions; and assist with handling contract problems as they arise, such as researching questions on contract language interpretation. Maintain current working knowledge of contract process and procedures.

20% Enter new contract budgets or budget revision information into OA's Contract Invoice Spreadsheets and other fiscal spreadsheets. Run routine monthly Accounting CORE reports. Work closely with other Fiscal Management Unit AGPAs to ensure that budget and encumbrances are processed accurately.

15% Act as the clearinghouse person to maintain all audit reports from OA contractors and Bureau of State Audit files. Set up and maintain an audit report filing system to coordinate and disseminate audit files

between OA and state auditors. Work with program staff and contractors to ensure that audit reports are received annually.

10% Maintain filing and tracking system to ensure that Accounting CORE reports are run, reviewed, and filed. Work with fiscal analysts to develop encumbrance plan for each contract.

Percent of Time Marginal Functions

5% Other duties as required.

Employee's signature	Date
Supervisor's signature	Date