DUTY STATEMENT
STATE TREASURER'S OFFICE
ADMINISTRATION

PART A	
Position No: 820-200-5157-009	**Date:**
Classification: Staff Services Analyst	**Name:**
Under the general direction of the Staff Services Manager II, this position performs less complex analytical and technical business service functions for the State Treasurer's Office and the Boards, Authorities, and Commissions.	

Percentage of time performing duties	ESSENTIAL FUNCTIONS
30%	Initiates and prepares contract delegation documents, work/service/purchase orders, surplus property, printing requests and Master Agreements. Contacts vendors and secures price quotes and bids. Develops standards for the effect procurement and utilization forms, supplies and equipment.
25%	Assists in the development of standards for the effective procurement and utilization of office space; reviews plans and specifications for modular furniture, building repairs or alterations, inspecting and recommending acceptance of contracted building work; monitors the standards of building care and maintenance and communicates with the Department of General Services (DGS) to determine the best means of laying out office space, office facilities and allocating space.
20%	Acts as telecommunications representative for the State Treasurer's Office, advises staff on programming features, analyzes and corrects programming problems; coordinates cabling projects with Telecommunication Vendors; plans relocations, provides telephone training; maintains telecommunications database.
10%	Assists the Associate Business Management Analyst in bid conferences, bid openings, evaluation an awards to contractors, contract administration, negotiations, interagency agreements, bids, proposals amendments, coordinate with prospective bidders, Legal Office and regulating agencies, developing solutions and making recommendations for actions relative to the award, execution and acceptance of contract documents; in implementing new contract policies and procedures and revising existing contract policies.
10%	Maintains effective interaction with staff, contractors, vendors, builders, exchanges, and other governmental agencies; coordinates with other staff members on special projects; originates correspondence, gathers data and prepares reports to various entities as needed. **This position requires the ability to lift up to 50 lbs.**
Percentage of time performing duties	**NON-ESSENTIAL FUNCTIONS**
5%	Assists the Business Services Officer in the day to day activities, such as responding to questions and problems, backup mail desk and front desk. Performs other job-related duties as required.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
Vision: Preparing various reports and forms, assisting contractors, analyzing data.	☐	☐	☐	☐	☒
Hearing: Answering telephones, providing verbal information.	☐	☐	☐	☐	☒
Speaking: Answering telephones, providing verbal information.	☐	☐	☐	☐	☒
Walking: Assisting contractors and staff.	☐	☐	☐	☐	☒
Sitting: Completing reports and forms, analyze data.	☐	☐	☐	☐	☒
Standing: Assisting contractors and staff, inspecting building.	☐	☐	☐	☐	☒
Balancing: Climbing ladders to inspect ceiling or cabling.	☐	☒	☐	☐	☐
Concentrating: Reviewing and correcting alteration plans, including electrical wiring and HVAC system.	☐	☐	☐	☐	☒
Comprehension: Reviewing and correcting alteration plans, including electrical wiring and HVAC system.	☐	☐	☐	☐	☒
Working Independently: Review and correct alteration plans, including electrical wiring, computer cabling and HVAC system.	☐	☐	☐	☐	☒
Lifting up to 10 LBS occasionally: Delivering equipment.	☐	☒	☐	☐	☐
Lifting up to 20 LBS occasionally and/or 10 LBS frequently: Delivering equipment.	☐	☒	☐	☐	☐
Lifting up 20-50 LBS occasionally and/or 25-50 frequently: Delivering equipment.	☐	☒	☐	☐	☐
Fingering: Pushing telephone buttons, fax machine and computer keyboard.	☐	☐	☐	☒	☐
Reaching: Pushing telephone buttons, removing ceiling tiles to inspect ceiling, tagging property.	☐	☐	☒	☐	☐
Carrying: Delivering equipment.	☐	☐	☒	☐	☐
Climbing: Climbing ladder to inspect ceiling.	☐	☒	☐	☐	☐
Bending at waist: Assist staff during office moves, connecting and disconnecting computers and telephones.	☐	☒	☐	☐	☐
Kneeling: Assist staff during office moves, connecting and disconnecting computers and telephones.	☐	☒	☐	☐	☐
Pushing or pulling: Assist staff with office moves, connecting and disconnecting computers and telephone equipment.	☐	☒	☐	☐	☐
Handling: Delivering equipment.	☐	☒	☐	☐	☐
Driving:	☒	☐	☐	☐	☐
Operating equipment: Telephones, computers and fax machines.	☐	☐	☐	☐	☒
Working indoors: Enclosed environment.	☐	☐	☐	☐	☒
Working outdoors: Inspect building exterior for maintenance and repairs.	☐	☐	☒	☐	☐
Working in confined space: Connecting and disconnecting telephone lines and computer cables.	☐	☐	☒	☐	☐

PART B PROSPECTIVE EMPLOYEE RESPONSE	
Position No: 820-200-5157-009	**Date:**
Classification: Staff Services Analyst	**Name:**

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

	No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
	No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
	Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
	I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

1. the essential function in question, and
2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature	Date Signed