

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Business Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-583-5157-XXX		MCR / HCR D
DIVISION / UNIT Division of Administrative Services Office of Business Services Business Management and Procurement Branch Fleet Management and Acquisitions Section Fleet Management Unit		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Staff Services Analyst		
		TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION Sacramento		INCUMBENT		EFFECTIVE DATE January 2024

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Division of Administrative Services (DAS) is responsible for statewide support services functions within the Department. This includes the Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. The DAS is responsible for establishing departmental policies, procedures, and processes to manage the administrative operations of the Department; formulates departmental rules and regulations, confers with CDCR executive management and staff in the delivery of departmental administrative support programs.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Office of Business Services (OBS) provides overall administration of the CDCR's non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, reprographics, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. The OBS ensures departmental agreements are executed in compliance with State laws and regulations. The OBS is comprised of the Business Management and Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as CDCR's Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under the supervision of the Staff Services Manager I (SSM I), Fleet Management Unit (FMU), the incumbent in this position will perform less complex analytical duties as follows:

% 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.
25%	Assists FMU team in development of the annual departmental FAP by acting as a liaison to field and headquarters (HQ) staff, collecting replacement and additional fleet requests, answering questions from the field regarding fleet asset requests, communicating FAP statuses, and assisting in written narrative and justification needs. Perform analyses utilizing various computer programs, systems, and databases in order to obtain FAP approval to ensure requested fleet assets meet all applicable laws, rules, requirements and regulations.

20%	Assists in fleet inventory oversight for over 8,200 fleet assets. Uploads fleet inventory and bulk fuel data into DGS FAMS database on monthly basis. Assist management and supervisors by answering less complex questions and requests from field and HQ staff regarding all inventory transactions for fleet disposals, transfer, and acceptance of new fleet assets. Assist in drafting inventory documents for DGS approval on all fleet disposals and Purchase Orders submitted by the Fleet Acquisition Unit.
20%	Assist managers and supervisors on less complex issues related to fleet programs and duties including but not limited to: CDCR Vehicle Home Storage Permit Program, DGS Leased Vehicle Program, Fleet Fuel Card Program, DMV related fleet transactions, California Air Resources Board (CARB) Smog and Clean Vehicles Programs, and the Tesla business account platform.
15%	Assists in CDCR program monthly and annual reporting compliances and conduct outreach to programs to ensure timely submission to DGS, CARB, and other governing departments. Assist in analyzing reporting for accuracy, completeness and adherence to applicable laws, rules, and regulations. Reports include but are not limited to: Monthly Utilization and Inventory Reports, Annual Mobile Equipment Inventory Report, Annual Vehicle Miles Traveled and Clean Cities Report, DGS Annual Underutilization Analysis, and Advanced Clean Fleet Compliance Report.
10%	Under close supervision, will assist in responses to field and HQ staff requests for fleet information. Assist in evaluation, research, compiling metrics, and developing reports for less complex fleet inquiries. Assist in providing data for annual and special fleet inventory audit reviews.
10%	Assist in development and implementation of policies, procedures, and guidelines related to fleet management to ensure consistency, continuous quality improvement, compliance and conformity with various governmental agencies and Departmental policy and procedures.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in significant impacts to the Department in productivity, customer service, records, budget, and assets. Loss in time from such errors could cause delays in the production and purchase of critical assets and impact critical deadlines and needs for the program and customers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently - stands for periods of time to file/re-file, at the copy machine, fax machine or printer.

Walking: Frequently - to file or copy documents or retrieve documents from the fax machine, from different office areas, hand deliveries.

Sitting: Constantly - at a desk or computer table.

Lifting: Occasionally - lifts files and weighing a few ounces up to 15 pounds each.

Carrying: Occasionally - this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally - stretches stoops/bends, kneels, and crouches to pull/re-file documents from the lower shelves in filing cabinets, move boxes, files, furniture, and open property received.

Reaching in Front of Body: Constantly - will be utilizing a keyboard and reaching for items such as the telephone, 10-key, files.

Reaching Overhead: Occasionally - reaches overhead to retrieve files and reference materials from file cabinets and shelving.

Climbing: Occasionally – portions of office are on the second floor of building - may use stairs if elevator not working.

Balancing: Occasionally- walking and holding files, small boxes, or archive documents.

Pushing/Pulling: Frequently - has to push/pull to open file drawers and desk drawers.

Fine Finger Dexterity: Constantly - will use fine-finger dexterity to write information onto documents and to type information into the computer.

Hand/Wrist Movement: Constantly - uses hands and wrists in the handling of documents, files and typing information into the computer, moving/opening file boxes, folders, small items in receiving.

Crawling: N/A

Driving: Occasionally – as needed to Headquarters, meetings, trainings, deliveries, etc.

Sight/Hearing/Speech: Constantly - Adequate vision, hearing and to speak clearly are required to effectively perform the essential job duties.

Travel: Occasionally – to programs and Institutions statewide to conduct site visits, training, tours, meetings, etc.

WORK ENVIRONMENT

Position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Computers, printer, fax machine, photocopier, shredder, telephone, 10-key and usual office supplies.

WORK HOURS

Core office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests for Alternate Work Schedule may be considered upon completion of probation.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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		WORKING TITLE Associate Governmental Program Analyst		
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Under the supervision of the Staff Services Manager I (SSM I), Fleet Management Unit (FMU), the incumbent is responsible for implementing and maintaining the fleet management policies and procedures of CDCR. In addition, maintains the Department's fleet management information system within the Business Information System (BIS), and assists in critical fleet management functions, including the develop of the annual Fleet Acquisition Plan (FAP). The incumbent will perform duties of a high degree of responsibility, requiring independent action and providing consultative services to CDCR section, branch, and division management related to CDCR's fleet management. This position serves as a fleet management expert and works collaboratively with the Department of General Services (DGS), and CDCR field and headquarters staff in support of the Fleet Management Unit (FMU). The incumbent works independently and may serve as a team lead over other analysts within the FMU with professionalism and tack. The AGPA is at the full journey level and independently performs the most complex technical analytical staff services assignments related to the fleet management process, program evaluation planning, and policy formulation. Duties including, but are not limited to, the following:

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25%	Develops annual departmental FAP by acting as a liaison to field and headquarters (HQ) staff, collecting replacement and additional fleet asset requests, answering questions, providing consultative services to stakeholders, management, and others regarding fleet asset requests, communicating FAP statuses, and preparing written justification for fleet asset needs. Perform analyses and recommendations for presentation to CDCR Executive Branch and DGS management utilizing various computer programs, systems, and databases in order to obtain FAP approval to ensure requested fleet assets meet all applicable laws, rules, requirements and regulations.
20%	Provides fleet inventory oversight for over 8,200 fleet assets. Uploads fleet inventory and bulk fuel data into DGS FAMS database on monthly basis. Provides consultative services to field and HQ staff regarding all inventory transactions for fleet disposals, transfer, and acceptance of new fleet assets. Seeks DGS approval on all fleet disposals and Purchase Orders submitted by the Fleet Acquisition Unit.
20%	Provides oversight and consultative support to field and HQ staff, stakeholders, and others pertaining to fleet management related programs and duties including but not limited to: CDCR Vehicle Home Storage Permit Program, DGS Leased Vehicle Program, Fleet Fuel Card Program, DMV related fleet transactions, California Air Resources Board (CARB) Smog and Clean Vehicles Programs, and the Tesla business account platform.
15%	Enforces and oversees CDCR program monthly and annual reporting compliances and conducts outreach to programs to ensure timely submission to DGS, CARB, and other governing departments. Gathers and analyzes reporting for accuracy, completeness and adherence to applicable laws, rules, and regulations. Reports include but are not limited to: Monthly Utilization and Inventory Reports, Annual Mobile Equipment Inventory Report, Annual Vehicle Miles Traveled and Clean Cities Report, DGS Annual Underutilization Analysis, and Advanced Clean Fleet Compliance Report.
10%	Independently respond to management and staff requests for fleet information. Evaluate, research, compile metrics, and create reports on fleet purchases, operating and disposal costs, and other criteria. Provide data for annual and special fleet inventory audit reviews. Reconcile exceptions and make recommendations regarding fleet property utilization, handling, and accountability.
10%	Participates in development and implementation of policies, procedures, and guidelines related to fleet management to ensure consistency, continuous quality improvement, compliance and conformity with various governmental agencies and Departmental policy and procedures. Provide technical assistance and training to management and staff on regulations and procedures. Review and analyze new regulations and/or policies from governmental agencies and assist with developing implementation for management.

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