



**DEPARTMENT OF MOTOR VEHICLES  
POSITION DUTY STATEMENT**

012-5157-314

**ACTIVE**

CURRENT  
 PROPOSED

<b>1. DIVISION</b> Administrative Services Division		<b>2. REGION OR BRANCH</b> Business Management Branch	
<b>3. REPORTING UNIT NAME</b> Forms and Accountable Items Section		<b>4. POSITION CITY</b> Sacramento	
<b>5. CLASSIFICATION TITLE</b> Staff Services Analyst		<b>6. WORKING TITLE</b> Accountable Inventory Analyst	
<b>7. POSITION NUMBER</b> 012-5157-314		<b>8. PREVIOUS POSITION NUMBER</b>	
<b>9. CBID/BARGAINING UNIT</b> R01	<b>10. WORK WEEK GROUP</b> 2	<b>11. TENURE</b> Permanent	<b>12. TIME BASE</b> Full-time

**13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)?**  Yes  No  
 This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

**14. CPC ANALYST APPROVAL** **R. Holladay** **15. DATE APPROVED** **09/14/2020**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

**16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES**

Under the supervision of a Staff Services Manager I, Forms and Accountable Items Section (FAIS), the Accountable Inventory Analyst performs various analytical assignments. Duties include but are not limited to the following:

**17. ESSENTIAL/MARGINAL FUNCTIONS**

Relative % of time required  
(in descending order)

[Essential (E) / Marginal (M) Functions]:

- 40% (E) Research and analyze statistical data for accountable and expendable inventory using the Oracle Administrative and Financial System. Order and monitor accountable and expendable inventory. Analyze and assess supply and demand variability and identify opportunities to mitigate risk to the department. Address supply and demand related challenges using appropriate problem-solving and investigative methods. Analyze fluctuations and variances between forecasted and actual usage data. Prepare and present reports, charts, and tables to management related to the procurement of inventory.
- 25% (E) Create and modify procurement specifications. Prepare Purchasing Authority Purchase Orders (STD 65) and OSP Publishing Orders (STD 67) using the Oracle Administrative and Financial System. Prepare Requests for Materials or Service (ADM 277) for inventory ordered through the Contracts Unit. Request RS6000/Series 1 programming related to approved serialized inventory using an Information Services Division Intake Form. Upload approved inventory serial ranges to the Oracle Administrative and Financial System. Monitor and upload accountable inventory using the Centralized License Plate Issuance database.
- 15% (E) Review proofs received from the California Prison Industry Authority (CALPIA), Office of State Publishing (OSP), or private vendors prior to granting final approval to manufacture and ship accountable and expendable inventory. Monitor contracts and purchase orders to ensure compliance with schedules and terms. Investigate and resolve inventory issues related to shipping, billing,



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payment, and manufacturer defects. Coordinate quality control testing related to inventory issued by DMV Computer Operations. Coordinate and conduct presentations, training sessions, and meetings with internal customers, private sector vendors, OSP, CALPIA, and DMV management. Serve on departmental committees.

- 10% (M) Analyze legislation and prepare accurate cost analyses related to accountable and expendable inventory. Consult with management to develop and implement procedures for streamlining processes and reducing waste for inventory. Research and document inventory discrepancies using available resources to identify root causes and provide recommended solutions to management. Review, analyze and reconcile various reports, including Discoverer reports, related to monthly inventory exceptions and quarterly physical inventory for stand-alone Auto Clubs.
- 5% (M) Prepare, solicit, and obtain cost estimates related to accountable and expendable inventory. Confer with Field Operations Division related to disposal of obsolete accountable and expendable inventory. Prepare clear and concise reports, correspondence, and other written material related to accountable and expendable inventory.
- 5% (M) Other duties as assigned.



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### **18. SUPERVISION RECEIVED**

The Staff Services Analyst reports directly to and receives the majority of assignments from the Staff Services Manager I; however, directions and assignments may also come from the Staff Services Manager II.

### **19. SUPERVISION EXERCISED AND STAFF NUMBERS**

None.

### **20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Works in an office setting, in a cubicle, with artificial lighting and temperature control. Primarily sedentary for extended periods of time; to operate a computer terminal; participate at meetings. Ability to communicate effectively with internal/external customers over the telephone, in person, or via e-mail. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level and occasional bending/stooping and occasional lifting up to twenty pounds.

### **21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

Must pass fingerprint clearances before hire. Proficiency in Microsoft Excel, Word, and Outlook. Knowledge of Oracle, Discoverer, and Series 1. Must possess good communication skills, use good judgment in decision making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs. Regular attendance and punctuality are essential functions of this position.

### **22. PERSONAL CONTACTS**

Will interact with internal and external stakeholders via telephone, e-mail, in person, and mail as needed. Interactions may general, confidential, sensitive, or informative.



**DEPARTMENT OF MOTOR VEHICLES  
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012-5393-314

**ACTIVE**

**CURRENT**  
 **PROPOSED**

<b>1. DIVISION</b> Administrative Services Division		<b>2. REGION OR BRANCH</b> Business Management Branch	
<b>3. REPORTING UNIT NAME</b> Forms and Accountable Items Section		<b>4. POSITION CITY</b> Sacramento	
<b>5. CLASSIFICATION TITLE</b> Associate Governmental Program Analyst		<b>6. WORKING TITLE</b> Accountable Inventory Analyst	
<b>7. POSITION NUMBER</b> 012-5393-314		<b>8. PREVIOUS POSITION NUMBER</b>	
<b>9. CBID/BARGAINING UNIT</b> R01	<b>10. WORK WEEK GROUP</b> 2	<b>11. TENURE</b> Permanent	<b>12. TIME BASE</b> Full-Time

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**17. ESSENTIAL/MARGINAL FUNCTIONS**

Relative % of time required  
(in descending order)

[Essential (E) / Marginal (M) Functions]:

- 40% (E) Research and analyze the more complex statistical data for accountable and expendable inventory using the Oracle Administrative and Financial System. Order and monitor accountable and expendable inventory. Analyze and assess supply and demand variability and identify opportunities to mitigate risk to the department. Address supply and demand related challenges using appropriate problem-solving and investigative methods. Analyze fluctuations and variances between forecasted and actual usage data. Prepare and present reports, charts, and tables to management related to the procurement of inventory.
- 25% (E) Independently create and modify procurement specifications. Prepare Purchasing Authority Purchase Orders (STD 65) and OSP Publishing Orders (STD 67) using the Oracle Administrative and Financial System. Prepare Requests for Materials or Service (ADM 277) for inventory ordered through the Contracts Unit. Request RS6000/Series 1 programming related to approved serialized inventory using an Information Services Division Intake Form. Upload approved inventory serial ranges to the Oracle Administrative and Financial System. Monitor and upload accountable inventory using the Centralized License Plate Issuance database. Review and provide feedback to the Registration Automation Development Business Requirement Document related to business rules for serialized inventory.
- 15% (E) Independently review proofs received from the California Prison Industry Authority (CALPIA), Office of State Publishing (OSP), or private vendors prior to granting final approval to manufacture and



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ship accountable and expendable inventory. Monitor contracts and purchase orders to ensure compliance with schedules and terms. Investigate and resolve the more complex inventory issues related to shipping, billing, payment, and manufacturer defects. Coordinate quality control testing related to inventory issued by DMV Computer Operations. Coordinate and lead presentations, training sessions, and meetings with internal customers, private sector vendors, OSP, CALPIA, and DMV management. Serve on departmental committees.

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