



## Duty Statement

CURRENT  PROPOSED  STANDARD

Division	Classification	Position Number
Coastal	Staff Services Analyst (PI)	549-915-5157-902
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
Angeles	Staff Services Analyst (PI)	R01
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
Admin Office	Malibu Creek State Park	
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> Required		Staff Services Manager I

### Position Description

Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) performs work of average complex accounting and procurement related tasks for the district. This position will act in a lead capacity for other district administrative personnel, coordinating the district's P-Card accounts, and reconciliation of transactions. This position will manage MAXIMO and Property Management utilizing Asset Management in the Fi\$Cal system.

### Essential Functions

Percentage	Task
30%	<b>District Analytical Support</b> The Staff Services Analyst is responsible for analyzing the district's programmatic functions, identifying issues, and providing alternatives with summary recommendation to district management. The SSA is responsible for remaining informed of all changes to the Fi\$Cal One system, changes to the department's methods or policies regarding procurement, accounting, and sharing that information with the other district's admin staff and purchasers in a timely and comprehensible manner. Attend training as necessary for Fi\$Cal, procurement, P-Cards, accounting and analytical support to stay informed of best practices and share and create trainings for staff.
25%	<b>Accounting - District P-Card Reconciliation</b> In a lead role, work with district and headquarters' admin staff to organize, coordinate, and complete the reconciliation of the district's P-Card accounts in a timely manner. The SSA will utilize the Fi\$Cal One system to work on P-Card transactions for the district office staff, including Resources, Maintenance, Interp and Education and Public Safety staff as well as work with other admin personnel to assist and provide guidance for the reconciliation of all P-Cards throughout the district. The SSA will help troubleshoot and complete the more complex P-Card issues.
25%	<b>Accounting - Purchase Orders &amp; Vouchers</b> The Staff Services Analyst, utilizing the Fi\$Cal One system, completes purchase orders for the district office, including the district Resources, Maintenance, Interp and Education, and Public Safety, as requested to provide procurement support for these areas. The SSA will follow up on all district POs as necessary with headquarters staff to ensure timely approval of POs and vouchers. The SSA acts as a lead to assist other district admin in the troubleshooting of POs and vouchers. The SSA tracks POs and vouchers to ensure timely approvals and payments to vendors. The SSA will also assist the district's contract analyst as needed with their workload by creating POs and vouchers for district contracts as needed.

15%	<b>Property Maintenance</b> The Staff Services Analyst will maintain work orders in Maximo and provide property control utilizing Asset Management in the FI\$Cal One system. This position will maintain spreadsheets to track and audit for park operations future needs including Roads, Cat I, Housing, Waste Water funds, etc., for all park locations throughout the district.	
<b>Marginal Functions</b>		
Percentage	Task	
5%	Performs other job-related duties as necessary for operational continuity.	
<b>Typical Working Conditions</b>		
Typical working conditions are in a temperature controlled office environment. Utilization of a computer is required to perform the duties of this position. Lighting is natural and/or fluorescent.		
<b>Special Requirements</b>		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
<b>Supervisor Statement</b>		
<i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
<b>Employee Statement</b>		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date