STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 06/2019)

See CDA 9003-I for Instructions

1. INCUMBENT Vacant	**2. EFFECTIVE DATE (MM/DD/YYYY)** TBD
3. DIVISION Division of Administrative Services	**4. UNIT NAME** Business Management Bureau
5. CLASSIFICATION Associate Governmental Program Analyst	**6. POSITION NUMBER** 797-631-5393-953

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*		
SUPERVISOR'S NAME (Print) Nate Gillen	**SUPERVISOR'S SIGNATURE**	**DATE**
8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*		
EMPLOYEE'S NAME (Print)	**EMPLOYEE'S SIGNATURE**	**DATE**

You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

9. DESCRIPTIONP

Under the general direction of the Chief of the Business Management Bureau (BMB), a staff Services Manager II (SSM II), and in collaboration with peer Associate Governmental Program Analysts (AGPA), Staff Services Analysts (SSA), and an Office Technician (OT), the SSA/AGPA performs complex business services functions for the California Department of Aging (CDA). The tasks require a high level of interpersonal, analytical, and communication skills and independence of action in carrying out the responsibilities listed below. These duties are broadly defined as follows:

Essential Functions:

40% Asset and Property Management

- In collaboration with BMB's other Asset Management Staff, manages and maintains CDA's asset and property management program.
- Maintains a property inventory database for all CDA and contractor property purchased using funding provided by and/or distributed by CDA. Also included in this database is property or equipment donated to CDA by external entities.
- Prepares property reconciliation reports and provides property records to CDA Auditors as needed by running reports on received, dispatched, and disposed equipment.

- Processes survey and transfer documents for CDA's and contractors' property purchased using funding provided by and/or distributed by CDA and provides property tags. This includes any property or equipment donated to CDA by external entities.
- Prepares records for physical inventory as required and conducts CDA's survey of physical inventory every three years in accordance with the State Administrative Manual (SAM) in preparation for any audits to be conducted internally and externally by DGS.
- Develops policies and procedures outlining the distribution, property control, and disposal of equipment and devices owned by the State.
- Advises CDA staff and management on asset and property Management processes to ensure compliance with the asset management policies as spelled out in the State Administrative Manual (SAM).
- Provides additional analyses on updates to State asset and property management laws and policies and works to mitigate impact to CDA business operations.
- Ensures compliance with all State and federal property policies and laws.

35% Digital Divide Program Asset Management

- Advises the Digital Divide program team of Asset and Property management processes to ensure compliance with asset management policies spelled out in SAM as well as federal asset requirements that may be associated with federal funding received for the Digital Divide program.
- Develops and maintains policies, procedures, and controls for the tagging and tracking of items purchased for the Digital Divide program.
- In collaboration with Programmatic staff that are participating in the Digital Divide program, as well as CDA clients, maintains a property inventory database for all Digital Divide program purchases and distributes asset tags for all items that are purchased.
- Processes survey and transfer documents for Digital Divide project purchases and those items that may have been donated to CDA for this project.
- On a regular basis, attends Digital Divide program meetings and prepares to discuss and report on the latest counts of equipment that has been purchased under this program, its disposition, and its allocation to the various sites that are taking part in this program.

15% Records Management

- In collaboration with BMB's other Records Management staff, ensures CDA's compliance with the State Administrative Manual (SAM) requirements regarding all aspects of the Records Management Program.
- Prepares, reviews, and maintains record retention schedules, records transfer lists, and requests to transfer and/or destroy records by coordinating with the program area in which the record retention schedules, and transfer lists reside in order to accurately complete the Standard Form 73 (record retention schedule).
- Conducts inventory of records using CDA's inventory worksheet to identify records and record types that are being collected in accordance with an existing records schedule and works with each program area to ensure records being retained comply with record retention schedules.

Marginal Functions:

5% Facilities Management Support

- Collaborates with the Facilities Analyst, assisting with office space planning to include conference and storage rooms.
- Makes recommendations on complicated interoffice moves to management and contractors.
- Coordinates service calls with building management and CDA staff and provides oversite of work provided by vendors as needed.
- Follows up with staff and management on service calls to ensure work is complete and desired outcomes have been achieved.
- Assists in the set up and tear down of tables, chairs, and other materials in large conference rooms.
- Assists the Information Technology Branch (ITB) with the set up and tear down of electronic equipment in large conference rooms.
- Assesses and requests service for building maintenance issues to include but not be limited to: HVAC, janitorial, lighting, and plumbing.
- Reports repair and/or safety issues to the building property manager and submits written reports to CDA management upon request.
- Monitors and reports maintenance issues and completion status to building management and CDA management when requested.

5% Administrative Support

- Assists in all mailroom functions to include receiving, date stamping, and sorting incoming mail.
- Applies appropriate postage to outgoing mail.
- Answers main line telephones and intercom as needed.
- Escorts visitors and vendors through CDA’s secured areas.

WORKING CONDITIONS

Due to the COVID-19 pandemic, CDA staff are working remotely per the state's emergency telework policy. The physical work location of the position is designated at the department's headquarters location, a two-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e. Zoom, WebEx, MS Teams, etc.) or in person.

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