Employee Name:

Classification: Associate Governmental Program Analyst

Position Number: 580-130-5393-773

Working Title: Designated Portfolio Manager

Work Location: 1616 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: R01

Tenure/Time Base: Permanent/Full Time

Center/Office/Division: Administration

Branch/Section/Unit: Program Support Branch/Support Services
Section/Automation, Telecommunications and Leased Facilities Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by providing space requirements and telecommunications services to CDPH programs. The Associate Governmental Program Analyst (AGPA) provides statewide support services to over 3,800 Departmental staff located throughout the state which may include facilities, telecommunications, purchasing, and capital outlay. This position is required to travel up to 20% and may include overnight.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Automation, Telecommunications and Leased Facilities Unit.

Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
Travel: Up to 20% of in-state travel may be required. Travel may include overnight.

Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

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<th>Essential Functions (including percentage of time)</th>
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<td><strong>20%</strong> Serves as Project Manager on space projects including new-leased facilities, lease renewals and tenant improvement projects for CDPH facilities. Responsible for analyzing CDPH program requests for space and determining feasibility and cost effectiveness of such requests. Makes recommendations upon varied management requirements involved in facility activities. Analyzes, develops and makes recommendations for CDPH programs in effective utilization of office space including communications systems and equipment. Represents CDPH to various governmental agencies on larger projects under delegated authority from Department of General Services (DGS), Department of Real Estate and Design Services. Assists DGS and CDPH programs in managing space modifications; voice/data cabling requirements; alterations; modular furniture design and purchases; installations; writing the scope of work for CDPH vendor contracts; project invoices; and punch lists. Conducts area site searches and surveys. Provides written justification and support in recommending program relocation or repair of existing property. Promotes CDPH department policy, DGS State Administrative Manual (SAM) standards, Americans with Disabilities Act (ADA) guidelines and ergonomic requirements on every project. Prepares plans and specifications for building repair or DGS delegated alteration projects. Inspects and recommends acceptance of contracted building-related work. Uses project management tools to effectively communicate, manage project schedules, and provide customer satisfaction and quality service. Establishes and maintains cooperative working relationships with agencies, programs, and vendors.</td>
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<td><strong>20%</strong> Acts as a space planner, which includes knowledge of building design, modular furniture, and construction documents. Creates drawings and technical specifications using AutoCAD software. Makes recommendations for more efficient, economical, and functional utilization of space. Initiates and recommends changes that promote innovative solutions to meet customer needs. Corresponds and coordinates with CDPH programs to ensure that space-related projects are on track and are completed. Answers program’s questions and provides space planning guidance. Acts as a Liaison in resolving complex facility issues with DGS Lease Management Unit. Independently coordinates and facilitates stakeholder meetings, prepares meeting materials and briefings or memoranda to Branch and Executive Leadership on projects impacts CDPH staff. Participates in departmental workgroups related to facilities and telecommunications to provide technical expertise to stakeholders.</td>
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<td><strong>20%</strong> Manages the moves of CDPH programs relocating from existing and new locations, which includes coordination with CDPH programs, contracted movers, property managers, DGS, modular office furniture manufacturers, and other vendors to ensure moves run smoothly and on schedule. Coordinates with the Information Technology Services Division (ITSD) and telecommunications vendors for phone and network connection before occupancy. Responsible for managing any punch list items relating to the move and project close-out documents.</td>
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20% Provides statewide support services to over 3,800 Departmental staff, located throughout the state. Works independently to relocate telecommunications services in conjunction with office moves, call routers, toll free and Automatic Call Distributor (ACD); Coordinate’s telecommunications system set up with vendors and programs; Arranges service and equipment repairs and programming; Facilitates testing of Electronic Business Sets and voice processing systems; Orders basic and special telecommunications services required by programs and other typical telecommunications systems.

15% Respond, initiates and schedule facility cleaning statewide working with Human Resources Division (HRD) and complying with Center for Disease Control (CDC) recommendations and guidelines that meet customer needs.

Responds to drills, updates handouts and documentation relating to Leased Facilities Management AND Telecom databases. Conducts other special studies, projects or policy-related assignments that may be assigned by supervisor.

Marginal Functions (including percentage of time)

5% Perform other related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name: ___________________________ Date ____________
Employee’s Name: ___________________________ Date ____________
Supervisor’s Signature: ________________________ Date ____________
Employee’s Signature: _________________________ Date ____________

HRD Use Only:
Approved By: AV Date 5/25/2022