

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Administrative Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-016-5157-XXX
UNIT NAME AND LOCATION Executive Administrative Support Unit, Sacramento	CLASS TITLE Staff Services Analyst
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-016-5157-XXX
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under direct supervision of the Staff Services Manager I of the Executive Administrative Unit (EAU), the incumbent performs analytical Administrative Support at a medium level of complexity for the California Department of Fish and Wildlife (CDFW) Executive office.	

PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)
30%	<b>ESSENTIAL FUNCTIONS:</b>  In conjunction with the Business Management Branch (BMB), the incumbent will act as primary point of contact developing procurements for non-IT or equipment of low-to-medium complexity. Provide technical guidance to staff and Programs regarding purchasing policies, procedures, and various procurement methods. Track, trace, and distribute procurement related items to CDFW Executive staff and process related procurement invoices in FI\$Cal. Produce, organize, and distribute monthly Procurement reports to EAU staff.
25%	In conjunction with BMB, the incumbent will develop low-to-medium complexity contracts. Research and provide consultation to executive managers and staff to determine appropriate contracting methods. Work with BMB staff to develop and process contracts, including Short Form Contracts, to support the Executive office. Execute Procurement Contracts (PC), Purchase Orders (PO), and submit invoices for payment using FI\$Cal and partnering with ASB for troubleshooting assistance.
25%	Review and reconcile the budget allocations for assigned Executive programs utilizing Power BI to reconcile monthly timesheet reporting and track budget expenditures. Prepare and distribute Program fund reconciliation reports to assigned Executive offices and work with Budget Branch (BB), Accounting Services Branch (ASB), and Human Resources Branch (HRB) to track, verify, and amend Program coding as needed.
10%	Assist in the development and preparation of Requests for Personnel Action (RPAs) including assisting in the development and preparation of duty statements, position justifications, and organizational charts for the Executive office. Coordinate the submittal of RPAs and track their progress within the Human Resource Management System (HRMS). Monitor, upload, and save CalCareers applications utilizing the Examination and Certification Online System (ECOS). Recommend solutions to administrative challenges regarding personnel, referencing policy and procedures specified in the State Administrative Manual, State Personnel Board/California Department of Human Resources laws and rules, CDFW Operations Manual and general CDFW policy.
5%	Performs backup reception desk duties including covering the reception desk, answering the reception phone line, directing callers to appropriate staff, monitoring the reception email inbox, escorting visitors, and welcoming guests to CDFW. Acts as primary contact for reviewing, editing, and supporting EAU

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<p>5%</p>	<p>trainings materials including job aids, procedures, and visual aids. Backup support for the Office of Legislative Affairs (OLA).</p> <p><b>NON-ESSENTIAL FUNCTIONS:</b></p> <p>Attend career development and training programs, seminars as appropriate to contribute to the achievement of Executive Office goals and objectives. Attend meetings with executive staff related to personnel, budgets, business services or other administrative functions as assigned.</p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><b>Interpersonal Skills:</b> Ability to apply principles and practices of public and business administration; work independently and/or in a team setting.</p> <p><b>WORKING CONDITIONS:</b> Ability to use computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b> John Hoagland</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>