

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administration Services		EFFECTIVE DATE
BRANCH/SECTION Management Services/Asset Management		CLASS TITLE Staff Service Analyst (SSA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-403-5157-002
<p>You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are essential to everyone who works with you.</p>		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the supervision of Staff Services Manager-I (SSM I), the incumbent performs a variety of analytical and technical work of average difficulty and responsibilities for the support of the California Public Utilities Commission (CPUC) in the Asset Management and Stockroom Unit.</p>		
% 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. <i>(Use additional sheet if necessary)</i>	
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Conduct property inventories and property reconciliations through the review and analysis of inventory data for accuracy to analyze and prepare monthly, quarterly, and annually inventory/stock reports for management and control agencies. Identify equipment and furniture to be surveyed, process disposal forms and coordinate disposal of equipment and furniture in accordance with DGS guidelines from initiation to conclusion. Review, analyze, file, and purge property and equipment records and in compliance with the retention schedule and process. Work using various technologies to track, process and store necessary information correctly. Perform data validation and quality control checks of CPUC assets in various storage areas. Order, receive, and issue office supplies and equipment in Sacramento and other locations. Create, update, and manage applicable records as needed by program and/or supervisor, both electronically and handwritten.</p>	
25%	<p>Review, analyze, evaluate and summarize property records, property locations, requests for property transfers, property surveys, and periodic inventory counts to establish and maintain data for the Commission in accordance with Department of General Services (DGS), State Administrative Manual (SAM) and Commission policies. Oversee and inspect identified property in order to reconcile property records and conduct investigations of any discrepancies. Compile data to prepare reports and annual statements to Division management on a scheduled basis, or as requested. Assist with improving property accounting policies and procedures in accordance with State laws and regulations and/or the State system of property accounting. Assist in organizing and posting surplus assets on Gov Ops website for potential resale.</p>	

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20% Serves as administrative support to the Administrative Services Division. Analyze data and materials for filing, record retention and maintenance such as working with other members of the Management Services Branch to establish and maintain paper and electronic files. Analyze and determine file materials for purging which requires evaluation of information as to future usefulness, sensitivity of problem recurrent. as to future usefulness, sensitivity of problem area, and probability of problem recurrence. Review, analyze, and conduct data entry and document review for completeness and technical proficiency and provide administrative support to all necessary Management Services Branch programs. Serve as the backup receptionist to Administrative Services Division to greet, escort guests and provide visitors with access passes and delivery service providers as needed.

10% Review, analyze, organize, and oversee the process for the shredding of confidential documents. Arrange shredding services when needed or as directed. Review, analyze and approve invoices for payment of vendors. Provide access and monitor on site shredding services provided by vendor and ensure vendor compliance with confidential shredding services agreements.

5% Review and process incoming mail from the United States Post Office, United Parcel Service, Federal Express, and other carriers. Distribute all incoming mail to various Divisions within the CPUC and be knowledgeable of divisions, units, and personnel within the Agency to properly sort and deliver to the necessary party; organize incoming and outgoing mail by address, name, number or identified subject-matter areas. Receives, opens and time stamps mail if required. Act as a courier for pickup and delivery of contracts and other department documents to Control agencies. Coordinate mail runs with other mailroom staff for the purpose of delivering incoming mail and picking up outgoing mail to be processed.

5% Provide administrative support as required at CPUC's offices Statewide.

MARGINAL FUNCTIONS:

5% Assist in other areas to cover absences, equalize work periods, or otherwise balance workload as directed by a supervisor and perform other job-related duties as required

KNOWLEDGE AND ABILITIES *[From Class Specs]*

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

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- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Practice good teamwork, accountability, and collaboration.
- Must maintain consistent and acceptable attendance.
- Must be willing to work irregular hours, nights, and/or weekends to meet the Department's business needs. Travel is required to various CPUC offices.
- Ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

Oren Humble

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE