

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>29083</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Division of the State Architect</b>	
UNIT NAME <b>Fiscal &amp; Business Services Unit</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>1102 Q St, STE 5100, Sacramento, CA 95811</b>	
CIVIL SERVICE CLASSIFICATION <b>Staff Services Analyst</b>	POSITION NUMBER <b>718-599-5157-XXX</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>2</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday through Friday / 40 hours per week</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Staff Services Analyst - Telework Option</b>	TIMEBASE <b>Full-Time</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under supervision of the Staff Services Manager I of the Fiscal & Business Services Unit, the incumbent serves as a liaison and central resource to perform analytical functions in the area of fiscal management in accordance with the DGS Office of Fiscal Services (OFS) policies and procedures, State Administrative Manual (SAM), Financial Information System of California (FI\$Cal), and all other applicable rules and regulations.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

**SPECIAL REQUIREMENTS** ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)  
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Serves as the liaison between DSA and Office of Fiscal Services (OFS) staff in the resolution of problems or discrepancies associated with DSA cash deposits and eTracker invoicing. Serves as point of contact in accounts receivables for DSA and supports the Regional Offices and School Districts on their inquiries in regards to payments received, invoices, refunds, and researching any related fiscal details. Assists with warrants associated with Headquarter projects including working in eTracker, generating report of collections, and preparing daily deposits. Assists with recommendations for improvements needed for receiving income and invoicing services by analyzing current methodologies. Assists with maintaining an Accounts Receivable Procedures Desk Manual by researching, updating and compiling information.
20%	Assists with overseeing the internal accounting for DSA which includes the Structural and Access Funds in collaboration with OFS by tracking revenue and providing summarized reporting and

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PERCENTAGE	DESCRIPTION
	analyses using spreadsheets, graphs, charts, and matrices in order to make recommendations to upper management on solutions, to ensure DSA provides accurate and timely accounting information to OFS and/or program management utilizing the Financial Information System for California, eTracker, Activity Based Management System (ABMS), and Microsoft Office Suite. Prepares complex monthly earned income reports for DSA based on information from eTracker and Office of Fiscal Services, tracking and monitoring fiscal activity and identifying funding needs for services utilizing the Financial Information System of California (FI\$Cal) data and Excel for tracking documents in order to make recommendations for business decisions.
20%	Monitors DSA's financial status in coordination with OFS, Accounting Section by conducting fiscal analysis, performance and compliance audits, reviewing and reconciling accounts, records and reports of DSA's operations, analyzing organizational policies and procedures for efficiency and effectiveness, and verifying reconciliations of transactional data in order to determine if financial statements accurately reflect financial status and transactions, and make recommendations to DSA's management on accounting issues to ensure stated goals and outcomes are accomplished in accordance with statutes, regulations, and pertinent law.
15%	Serves as fleet coordinator and acts as a liaison between DSA and the Office of Fleet and Asset Management (OFAM), managing day-to-day fleet operations according to state policies. Ensures that the agency's fleet is utilized properly, safely, and cost-effectively, and that all vehicles comply with state regulations. These responsibilities include vehicle acquisition, policy compliance, inventory management, vehicle maintenance, and other administrative duties.
10%	Participates in special projects and assignments related to improvements with eTracker database, administrative and office management by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Supports DSA's administrative efforts by providing backup to professional staff in the unit utilizing MS Office Suite, FI\$Cal, Service Now, & SharePoint, in order to provide timely assistance and open communication and ensure effective maintenance with on-going operations.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☐ Travel (Specify the percentage in the travel box below)

Professional office environment

Daily use of a personal computer, related software applications and peripherals at a workstation

Use copiers and general office equipment

**DESIRABLE QUALIFICATIONS**

- Experience in accounting related work
- Ability and experience to independently work well with changing assignments and priorities with open-

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mindfulness, flexibility and tact while performing multiple tasks in an organized manner to meet deadlines

- Ability to analyze situations and problems and then develop an effective course of action
- Ability to communicate effectively both written and verbal
- Ability to interpret laws, rules and regulations
- Ability to utilize personal computer, Microsoft Office applications and other related software
- Reliable and dependable as indicated by a good attendance record
- Commitment to quality customer service.
- Excellent organizational skills.
- Dependable team player with a positive attitude.
- Ability to learn fast.
- Ability to work independently and participate in teams.
- Ability to provide objective overview of situations.

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 important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

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CIVIL SERVICE CLASSIFICATION <b>Associate Governmental Program Analyst</b>	POSITION NUMBER <b>718-599-5393-703</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>2</b>
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