

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION  
**POSITION DUTY STATEMENT**  
DFPI-HR0 203 (Rev. 08-21)



<b>NAME</b> Vacant	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>POSITION NUMBER</b> 410-114-5157-XXX
<b>WORKING TITLE</b> General Services Analyst	<b>DIVISION/OFFICE/UNIT/SECTION</b> Admin / General Services/ Business Operations
<b>BARGAINING UNIT</b> R-01	<b>GEOGRAPHIC LOCATION</b> Sacramento

**General Statement:** Under supervision of the Staff Services Manager I, the Staff Services Analyst is responsible for mailroom operations, supply management, and receiving functions for the General Services Unit (GSU). Duties include but are not limited to the following:

**A. Duties [Essential (E) / Marginal (M) Functions]:**

**25% Mail Operations [E]**

Serves as support for GSU mailroom staff, providing expert knowledge and guidance; trains new staff on receiving and processing incoming mail and purchase orders, including office supplies, property, and equipment, ensuring efficiency and accuracy. Enters data into Monday.com and FI\$Cal modules with precision; monitors and ensures data accuracy for Stock Receiving Queue on Monday.com. Collaborates with GSU staff and the Fiscal Management Office to resolve complex receiving issues, such as discrepancies in service fees, invoice amounts, and stock receiving discrepancies between City Innovate and FI\$Cal. Recommends development and maintenance of new mailroom processes and best practices, driving continuous improvement and operational excellence.

**25% Supply Management [E]**

Oversees the strategic maintenance of mailroom and office supplies; submits requisition requests in City Innovate to replenish supplies, ensuring GSU's operations are uninterrupted. Develops and delivers comprehensive training materials to ensure Receiving staff follows procedures and guidelines while adhering to new processes and policies, fostering operational excellence.

**20% Receiving [E]**

Performs receiving functions for the Sacramento office, and as needed, for other statewide offices, using both the department system and FI\$Cal. Responds to and resolves invoicing questions and issues related to the receipt of goods. Trains staff on

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receiving functions and procedures. Investigates and resolves issues that would compromise receiving functions. Provides recommendations to management for addressing re-occurring receiving problems.

**15% Procurement [E]**

Prepares documents for the purchase of goods and/or services in a department system and in FI\$Cal, and serves as the contract manager for assigned agreements. This includes interpreting and applying provisions from the State Administrative Manual and State Contracting Manuals; developing and monitoring adherence to all departmental and control agency purchasing policies and procedures; obtaining and verifying competitive bids; researching product availability, engaging with vendors and evaluating vendor and product performance.

**10% Property/Equipment [E]**

Administers property management procedures with the Department's Property Manual and ensures compliance with established standards. Conducts physical equipment inventories. Maintains an inventory control and record keeping system for both sensitive and major equipment in all DFPI office locations. Reassigns departmental surplus property. Determines the appropriate disposal of surplus property and prepares survey and transfer of location documents as needed. Prepares and submits quarterly reports of the Property Register; documenting accuracy of the register. Prepares quarterly reports of Capital Assets. Ensures property tags are placed on department assets. Ensures maintenance term dates and service order information is updated in the property register. Serves as liaison with Department of General Services, Property Reutilization and Material Services Divisions. Coordinates and documents maintenance requests for department copiers.

**5% Performs other related duties as required [M]**

Completes other projects and tasks as required including but not limited to facilities, telecommunications, recycling, records management, and contracts.

**B. Supervision Received**

The Staff Services Analyst reports directly to and receives the majority of assignments from the Staff Services Manager I. The SSA may also receive direction from the SSM II.

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

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**E. Personal Contacts**

The Staff Services Analyst interacts with peers and departmental staff of all levels within DFPI during the course of their duties. The SSA also interacts with other agencies' staff members and the public.

**F. Actions and Consequences**

Consequences to the unit and/or Department/Division if the job is performed inadequately is the incorrect reporting of property and inventory totals, documents are destroyed incorrectly or at the wrong time, property and equipment may be stock received incorrectly, time sensitive material may be delayed to staff, and a delay of checks to the Accounting Division. The magnitude of these types of errors can be significant to the Department, vendors, licensees, and members of the public.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control at a DFPI office or telework. The use of a personal computer, telephone, copier, and mail machine is essential to the duties of this position. The position requires bending and stooping to retrieve supplies and equipment, sitting, and standing consistent with office work, and light lifting of no more than 35 lbs.

**H. Other Information**

Regular attendance and punctuality are essential for this position. Incumbent is expected to provide excellent customer service to co-workers, customers and clients, and possess the ability to work independently as well as a team member. Incumbent must have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgement and tact. The incumbent is required to analyze, review, and read records/documents; research, compose, analyze, compile, and update technical documents and forms.

**CONFLICT OF INTEREST**

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations. The incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name, Classification

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name, Classification