

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF THE CHIEF
STATEWIDE OPERATIONAL SERVICES**

NAME:

POSITION NUMBER: 420-021-5393-xxx

JOB TITLE: Associate Governmental Program Analyst

WORKING TITLE: Department of Justice (DOJ) Property Controller

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager (SSM) I of the Asset Management Unit (AMU) within Statewide Operational Services, the incumbent is one of two statewide DOJ Property Controllers who is responsible for the most complex analytical work related to the Department's asset management operations. Primary responsibilities include leading the implementation and configuration of new asset management platforms (ServiceNow and Fi\$Cal), development of property control policy, system modernization, and providing subject matter expertise for asset management systems. The Associate Governmental Program Analyst collaborates with and provides backup support to the second Property Controller on inventory planning, interagency relates, and General Ledger reconciliation.

SUPERVISION RECEIVED: Under the guidance of the SSM II, reports directly to the Staff SSMI.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Sit for extended periods of time while working at a computer, talk on the telephone, reaching and bending to retrieve documents, stand to photocopy or file documents. Ability to lift or move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation. Travel to other DOJ offices statewide, may be necessary for training and property inventory.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the headquarter office periodically for operational needs.

ESSENTIAL FUNCTIONS:

40% Leads the implementation, configuration, and integration of new asset management software platforms including ServiceNow and Fi\$Cal. Serves as primary liaison between AMU and Criminal Justice Information Services Division for system configuration and deployment. Independently analyzes complex technical requirements and translates business needs into system specifications. Develops comprehensive data reports and dashboards to support asset management operations and decision-making. Creates detailed technical documentation including system workflows, business rules, and standard operating procedures. Coordinates training curriculum and materials for all levels of users including property custodians, divisional staff, and AMU personnel. Leads user acceptance testing and

validates system functionality against business requirements. Conducts data migration planning and execution from legacy systems. Develops performance metrics and monitoring protocols for new platforms. Provides ongoing technical consultation and system troubleshooting support. Collaborates with stakeholders to gather requirements for system enhancements and modifications.

30% Makes recommendations to leadership and executive level staff regarding asset management issues. Independently analyzes complex issues related to asset management, develops, and recommends new property policies and guidelines based on Federal and State laws, Departmental Policies, Department of General Services (DGS) State Administrative Manual guidelines, and the operational needs of DOJ staff. Reviews analytical studies and surveys to formulate best practices, policies, and program procedures. Gathers data and conducts analysis on enhancements and/or changes related to asset management. Leads workgroups to gather user feedback on issues and concerns, makes recommendations to management regarding process efficiencies and improvements. Drafts business requirements for management review, which may include work processes, rules and policies. Develops property management strategies, policies and mandates by researching and analyzing various property initiatives, creating a comprehensive timeline of initiatives, identifying phases, objectives, milestones and critical paths of the timeline, drafting policy proposals and implementation plans. Shares process improvement results and presents recommendations to obtain leadership and stakeholder buy-in. Develops key performance indicators to gather information on process improvements. Conducts post-process improvement performance analysis to ensure these processes are in support of organizational goals and modify as remain current with trends and customers' needs. Advises leadership based on the impact or potential impact of asset management related procedures proposed by control agencies.

15% Serves as one of two statewide Property Controllers who independently interact with all divisions within DOJ to ensure department assets are properly tracked. Monitors the DOJ Property inbox and asset management system queue and responds to requests for assistance. Works closely with department and divisional staff and managers, vendors and other state agencies to resolve asset management related issues. Provides technical guidance, analysis, and assistance to DOJ property custodians who request the addition, transfer, update, and retirement of all DOJ equipment. Works independently to research any discrepancies, problems, or errors in database and ensures that they are resolved in a timely manner.

Reviews all requests for the survey of departmental property, verifying equipment accuracy and ensuring all procedures are being strictly followed. Prepares documents for Survey Board approval and prepares survey reports for submission to DGS for their approval. Serves as the main contact with DGS regarding survey status, property survey questions, etc. Ensures strict adherence to all DOJ and DGS policies and procedures. Develops training materials for the Asset Management System and the survey process and delivers trainings in person, via teleconference and videoconference, as needed, for DOJ property custodians. Provides consultative services to DOJ property custodians regarding asset management practices.

10% Collaborates with and provides backup support to the second Property Controller on inventory planning and execution, interagency relations, and the monthly General Ledger (GL) reconciliation process. Assist in development of comprehensive inventory schedules and procedures. Supports participation in interagency meetings and implementation of control agency policy changes. Provides technical assistance on GL reconciliation research and resolution of discrepancies. Ensures continuity of critical asset management operations during absences or peak workload periods.

- 5%** Provides guidance and training on asset management systems and property procedures to AMU staff and assists with other asset management functions whenever necessary and as time permits. Participates in audits (internal and external) of departmental policies and practices regarding equipment and inventory by gathering and analyzing documentation and explaining procedures and policies to non-technical staff.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date