

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-xxx
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Facility Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Operational Support Services / Statewide Infrastructure and Support Services Section / Leased Facilities & Telecom Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing space requirements to CDPH programs. The Associate Governmental Program Analyst (AGPA) provides statewide support services to over 3,800 departmental staff located throughout the state which may include facilities, purchasing, and capital outlay. This position may be required to travel up to 20% and may include overnight.

The incumbent works under the direction of the Staff Services Manager I (SSM I) of the Leased Facilities & Telecom Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20% of in-state travel may be required. Travel may include overnight.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 20% Independently manages space projects for CDPH statewide facilities, including new leases, lease renewals, and tenant improvements. Evaluates program requests for space to determine feasibility and cost-effectiveness, and recommends strategies for efficient office space utilization, including communications systems and equipment. Acts as CDPH's representative to various government agencies on major projects, under delegated authority from the Department of General Services (DGS), Department of Real Estate and Design Services. Supports DGS and CDPH programs with space modifications; assists in voice/data cabling requirements; alterations; modular furniture design and purchases; installations; writes the scope of work for CDPH vendor contracts; project invoices; and punch lists. Conducts area site searches and surveys. Prepares written justifications and supporting documentation to recommend program relocations or repairs to existing facilities. Promotes CDPH department policy, DGS State Administrative Manual (SAM) standards, Americans with Disabilities Act (ADA) guidelines and ergonomic requirements on every project. Prepares plans and specifications for building repair or DGS delegated alteration projects. Inspects and recommends acceptance of contracted building-related work. Utilizes project management tools to communicate effectively, manage project timelines, and ensure high-quality service and customer satisfaction. Establishes and maintains cooperative working relationships with agencies, programs, and vendors.
- 20% Acts as a space planner, which includes knowledge of building design, modular furniture, and construction documents. Creates floor plan drawings and calculates square footage using AutoCAD software. Makes recommendations for more efficient, economical, and functional utilization of space. Proactively identifies and recommends innovative solutions to enhance service delivery and better meet customer needs. Communicates and collaborates with CDPH programs to ensure space-related projects remain on schedule and are successfully completed. Answers programs' questions and provides space planning guidance. Acts as a Liaison in resolving complex facility issues with the DGS Lease Management Unit. Independently coordinates and facilitates stakeholder meetings, prepares meeting materials and briefings or memoranda to Division and Executive Leadership on projects impacting CDPH staff. Participates in departmental workgroups related to facilities and may provide technical expertise to stakeholders.
- 20% Manages the moves of CDPH programs relocating from existing and new locations, which includes coordination with CDPH programs, contracted movers, property managers, DGS, modular office furniture manufacturers, and other vendors to ensure moves run smoothly and

on schedule. Coordinates with the Information Technology Services Division (ITSD), Audio-Visual (AV) vendors, and telecommunications vendors for AV phone and network connection before occupancy. Manages any punch list items relating to the move and project close-out documents.

- 20% Provides both local and statewide support for the implementation and maintenance of enterprise-wide badging systems. Independently manages daily facility and operational tasks. Coordinates with the DGS and Building Property Management to submit and follow up on service requests, which may include badging, physical key distribution, building access, HVAC adjustments, facility repairs, and general maintenance needs. Conducts on-site inspections to verify building conditions, including temperature and other environmental factors, as necessary.
- 15% Participates in drills, audits, and the preparation of special reports using Microsoft Word, Excel, Outlook, Teams, Project, and other applications to support facility and administrative operations. On a monthly basis, manages, reviews and approves lease and vendor invoices, maintaining accurate tracking and documentation using Excel.

Marginal Functions (including percentage of time)

- 5% Performs additional duties and responsibilities as assigned, demonstrating adaptability and a proactive approach to supporting departmental goals. Additional tasks may include, but are not limited to, assisting with special projects, providing backup support to team members, responding to urgent facility or administrative needs, participating in cross-functional initiatives, and contributing to process improvements.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 11/26/25

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5157-xxx
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Facility Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Operational Support Services / Statewide Infrastructure and Support Services Section / Leased Facilities & Telecom Unit

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Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing space requirements to CDPH programs. The Staff Services Analyst (SSA) provides statewide support services to over 3,800 departmental staff located throughout the state that include facilities, purchasing, and capital outlay. This position may be required to travel up to 20% and may include overnight.

The incumbent works under the supervision of the Staff Services Manager I (SSM I) of the Leased Facilities & Telecom Unit.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 20% of in-state travel may be required. Travel may include overnight.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 20% With supervision, assists in managing space projects for CDPH statewide facilities, including new leases, lease renewals, and tenant improvements. Evaluates program requests for space to determine feasibility and cost-effectiveness, and recommends strategies for efficient office space utilization, including communications systems and equipment. Acts as CDPH's representative to various government agencies on major projects, under delegated authority from the Department of General Services (DGS), Department of Real Estate and Design Services. Supports DGS and CDPH programs with space modifications; assists in voice/data cabling requirements; alterations; modular furniture design and purchases; installations; writes the scope of work for CDPH vendor contracts; project invoices; and punch lists. Conducts area site searches and surveys. Prepares written justifications and supporting documentation to recommend program relocations or repairs to existing facilities. Promotes CDPH department policy, DGS State Administrative Manual (SAM) standards, Americans with Disabilities Act (ADA) guidelines and ergonomic requirements on every project. Prepares plans and specifications for building repair or DGS delegated alteration projects. Inspects and recommends acceptance of contracted building-related work. Utilizes project management tools to communicate effectively, monitors project timelines, and ensure high-quality service and customer satisfaction. Establishes and maintains cooperative working relationships with agencies, programs, and vendors.
- 20% With guidance, acts as a space planner, which includes knowledge of building design, modular furniture, and construction documents. Creates floor plan drawings and calculates square footage using AutoCAD software. Makes recommendations for more efficient, economical, and functional utilization of space. Proactively identifies and recommends innovative solutions to enhance service delivery and better meet customer needs. Communicates and collaborates with CDPH programs to ensure space-related projects remain on schedule and are successfully completed. Answers programs' questions and provides space planning guidance. Acts as a Liaison in resolving complex facility issues with the DGS Lease Management Unit. Independently coordinates and facilitates stakeholder meetings, prepares meeting materials and briefings or memoranda to Branch and Executive

Leadership on projects impacting CDPH staff. Participates in departmental workgroups related to facilities and may provide technical expertise to stakeholders.

- 20% With supervision, manages the moves of CDPH programs relocating from existing and new locations, which includes coordination with CDPH programs, contracted movers, property managers, DGS, modular office furniture manufacturers, and other vendors to ensure moves run smoothly and on schedule. Coordinates with the Information Technology Services Division (ITSD), Audio-Visual (AV) vendors, and telecommunications vendors for AV phone and network connection before occupancy. Manages any punch list items relating to the move and project close-out documents.
- 20% Provides both local and statewide support for the implementation and maintenance of enterprise-wide badging systems. Assist in daily facility and operational tasks. Coordinates with the DGS and Building Property Management to submit and follow up on service requests, which may include badging, physical key distribution, building access, HVAC adjustments, facility repairs, and general maintenance needs. Conducts on-site inspections to verify building conditions, including temperature and other environmental factors, as necessary.
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