



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Analyst II	DIVISION NAME Administrative Services Division
WORKING TITLE Facilities & Asset Management Analyst	OFFICE/SECTION/UNIT NAME Departmental Operations Office, Business Services Section
EMPLOYEE NAME VACANT	POSITION NUMBER 333-650-5393-012

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Supervisor I, Business Services Section (BSS), the Analyst II independently performs the most complex analytical and technical work related to facilities operations, asset management, warehouse oversight, vendor coordination, and contract analysis for BSS. The incumbent serves as the department's subject matter expert in operational facilities support, asset lifecycle oversight, and contract coordination. The Analyst II analyzes operational trends and service needs and provides recommendations to management regarding facilities operations, vendor performance, procurement needs, and program improvements.

SUPERVISION RECEIVED

Reports directly to the Supervisor I, Business Services Section Chief.

SUPERVISION EXERCISED

None. May act as lead over projects or coordinate work of others.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Facilities Operations & Vendor Oversight <ul style="list-style-type: none">• Independently coordinate and analyze facilities operational activities, including building facilities support, vendor coordination, and operational service needs.• Evaluate vendor performance and operational effectiveness and provide recommendations regarding service improvements and operational efficiencies.• Coordinate facilities operational activities with internal stakeholders, vendors, and service providers.• Analyze operational issues and develop recommendations regarding facilities-related processes and procedures.• Oversee Department recycling efforts by working with oversight State departments and organizations to promote, record and report all recycling practices for the Department.• Communicate and coordinate with the property management group on all projects and issues involving the functionality of the building.
35 %	Asset Management, Warehouse Oversight & Procurement Analysis <ul style="list-style-type: none">• Oversee asset management and warehouse operational activities, including asset lifecycle oversight, destruction coordination, and reporting.• Analyze inventory levels, operational trends, and procurement needs and provide recommendations regarding ordering and resource allocation.• Coordinate operational oversight of warehouse activities and asset management processes.• Evaluate operational and inventory data and prepare recommendations related to procurement and asset management activities.• Coordinate asset removal operations within state requirements working with Department of General Services for surplus, recycling, disposal and transferring of assets.
20 %	Functional Contract Oversight & Policy Development <ul style="list-style-type: none">• Analyze operational contract needs and coordinate requests for new or amended contracts.

	<ul style="list-style-type: none"> • Review contract-related operational issues and provide recommendations regarding service needs and vendor performance. • Review and track spending against contract details. • Develop, review, and recommend updates to policies and procedures related to facility operations, assets, procurement coordination, and operational support activities. • Prepare analytical reports, recommendations, and correspondence related to operational activities and functional contract oversight. • Contact, schedule and work with outside vendors to perform agreed upon scope of work.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FISCAL's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization and methods and techniques of effective communication and leadership

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. Coordinate the work of others, act as a team leader, and appear before legislative or other committees

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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 assigned HR analyst.)

Employee Signature _____ Date _____

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

Hiring Manager Signature _____ Date _____

HR Analyst AR

Date Revised: 06/10/2026