

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 06/16/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Analyst II (Half-time)		E. POSITION WORKING TITLE Analyst II (Half-time)
F. CURRENT POSITION NUMBER 695-242-5393-709		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-242-5393-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services / Facility & Administrative Services / Program Services / Croydon		I. SUPERVISOR NAME AND CLASSIFICATION James J. Marquardsen Jr. Supervisor I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY - FRIDAY, 4 HOURS (1/2 HOUR LUNCH). SCHEDULE NEGOTIABLE		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	<p>Organizational Setting and Major Functions</p> <p>Under direction of the Facility & Administrative Supervisor I, the half-time Analyst II acts as the Recycle Coordinator responsible to develop, administer, and manage the California Department of Technology's Recycle and Green programs; performs a variety of analytical studies and projects; acts as the Records Management Analyst responsible to develop, administer, and manage the California Department of Technology's Information and Records Management program. Develops and implements service contracts related to Information and Records Management functions (e.g., confidential destruction, onsite and offsite records storage and retrieval, document management, access controls, and archival processes.); Provides consultative services to management and other staff, and provides vital operational assistance for the Facility and Administrative Services Branch.</p>
<p>% of time performing duties 30%</p>	<p>Essential Functions</p> <p>Recycle Coordinator</p> <ul style="list-style-type: none"> • Represent the California Department of Technology as the Solid Waste Reduction and Recycle Coordinator. • Independently develop strategies to successfully gather accurate information required for various recycle reports mandated by executive orders and statutes. • Gather, analyze, document methodology, and accurately submit timely recycle reports as required by executive orders and statutes. These include waste diversion mandates and reports (AB 75 and SB 1016) and the departmental Buy Recycle and Recycle Content reports (AB 4). • Write policies and procedures to streamline departmental processes that encourage source reduction in conjunction with the mandates. • Responsible for the California Department of Technology recycle/shred contract. Coordinate all contractor activities including scheduling timely pick up of recyclables at all California Department of Technology facilities. • As the lead recycling coordinator, consult with and advise departmental managers and executives to ensure compliance with state recycle policies and goals. • Coordinate the commercial battery recycle program, working with facility program staff and battery recyclers statewide, while assuring all hazardous material handling requirements are met. • Promote best practices relating to California Department of Technology recycle efforts through a variety of strategic informational campaigns, including employee awareness training, e-mail blasts, and intranet page resources.

30%

Green Program

- Act as team leader for the California Department of Technology Green Committee, whose purpose is to provide recommendations to executive management regarding the efficient use of energy and resources, and promote processes which encourage reducing, reusing, and recycling throughout the California Department of Technology, and to ensure compliance with statewide green policies, practices, and goals.
- Document and report to executive management on all Green Committee accomplishments.
- Initiate California Department of Technology Green employee promotions, including departmental Green Fairs, office supply reuse (trading posts), paper use reduction, and power saving efforts.
- Act as liaison for the California Department of Technology with both the Sacramento and 50 Corridor Transportation Management Authorities as well as coordinate yearly events such as “May is Bike Month” and other related events.

20%

Records Management Coordinator

Administer the Department of Technology records management program, including:

- Conduct complex and technical analytical studies of departmental information and records creation, handling, access, storage, and retention requirements, in order to design, maintain, and update Department of Technology Information and Records Management Program
- Consult with management and staff to establish and update record retention schedules for all Department of Technology organizational units
- Analyze and review laws and proposed legislation related to information and records management and advise executive management and legal counsel on impact or potential impact
- As the Department of Technology lead coordinator, formulate policies and procedures to facilitate an effective Information and Records Management program by researching related laws and regulations, applying industry best practices, and developing long term cost effective program strategies
- Represent the Department of Technology as the Department Records Management Coordinator; participate in forums and quarterly meetings sponsored by the Secretary of State, California Records and Information Management Program
- Coordinate and facilitate off-site records storage through the State Record Center and private vendors; act as the contract manager for all aspects of off-site storage agreements, including the development of contract or MOU specifications, facilitation of records transfer to and from the State Records Center or contracted vendors; monitor vendor services/performance, and manage contract budget
- Consult with the Department of Technology Office of Information Security to ensure the integrity and confidentiality of all records through review of program compliance with statewide and department information security requirements and industry best practices; coordinate related activities (e.g., storage and destruction)
- Develop, complete, and maintain an automated document and record tracking system for all records stored and disposed

10%

Electronic Records Management

- Research and report on current and emerging electronic record management responsibilities and the many challenges facing e-government initiatives
- Report, document, and capture in record retention schedules, official records from new Department of Technology electronic record systems.
- Develop a methodology to effectively manage and control the electronic record lifecycle
- Research and recommend proper methods to adequately preserve electronic records as certifiably authentic
- Develop and maintain an electronic information and records management plan to manage the achieving and timely destruction of departmental record assets

5%

Special Projects

- Serve as the content manager for the branch intranet and internet pages
- Track and report branch strategic and tactical plan accomplishments and progress
- Lead special branch wide projects as needed
- Conduct the most difficult analytical studies related to a variety of branch responsibilities.

5% of time performing duties

Marginal Functions

- Act as back-up analyst as needed in the area of the Departments Fleet Program.
- Act as back-up analyst as needed in the area of the Asset Management Unit.

Work Environment Requirements

- Work Schedule: Half-time, Monday – Friday
- Work in a professional office and warehouse atmosphere.
- Travel between Department of Technology facilities will be required.
- Must possess a valid California Class C driver's license.
- Maintain an acceptable driving record to ensure approval to operate State owned vehicles.
- Attend meetings with all levels of staff, vendors, and customers.
- Traverse the facility and surrounding areas numerous times daily, to bend, kneel, and stretch.
- Maintain courteous and professional demeanor in dealing with customers and staff while resolving problems as expeditiously as possible.

Allocation Factors

Supervision Received:

Under the direction of a Supervisor I, supervision is general in scope and specific in nature depending on the particular analytical project or assignment. The Program Services/Asset Management Supervisor will assign ongoing workload. The Analyst II works independently, and progress will be reported and monitored on a weekly basis for issues requiring management attention.

Actions and Consequences:

The Analyst II must have a thorough understanding of the responsibilities, duties assigned and also a broad understanding of the mission and goals of the department. Poor judgment, inadequate attention paid to, or improper execution of duties would result in financial loss to the California Department of Technology and potentially cause the California Department of Technology to be out of compliance with Governor mandates and/or statutes.

Personal Contacts:

The incumbent works closely with California Department of Technology personnel, staff of customer departments, and the vendor community.

Administrative and Supervisory Responsibilities:

The Analyst II is responsible for tracking data, as assigned by the Supervisor I, that is reportable to control agencies and to management.

Supervision Exercised:

N/A

Other Information

- Possess physical strength, stamina, and interest in performing a variety of tasks including some physical labor quickly and efficiently.
- Ability to perform a variety of tasks as assigned
- Ability to work independently and set and accomplish goals timely
- Ability and willingness to accept responsibility
- Must possess excellent written and oral communication skills
- Ability to Lead the activities of teams
- Ability to bring projects and assignments to a timely closure
- Possess strong customer service, organizational, and communication skills
- Must be able to use a computer and various tracking and database applications
- Maintains good work habits, demonstrate self-improvement, work well with others, maintain punctuality and dependability

Desirable Qualifications:

- Strong analytical and problem-solving skills
- Understanding and experience in records management

- Understanding and experience in recycle green program
- Excellent organizational skills
- Strong problem solving skills
- Experience providing customer services

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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