

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/ Headquarters Response/ SOC Management/ SOC Resource Management/ SOC Finance & Admin Chief	POSITION NUMBER: 163-370-5393-009 CN: 11506	CBID: R01
TENURE: Limited Term	TIME BASE: Full time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: Program Manager I	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. SUPERVISION RECEIVED: The Analyst II is under the direction of the State Operations Center (SOC) Finance and Administration Chief, Program Manager I.		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12 hour rotating shifts, with possible extensive overtime for the duration of the activation. Ability to use a personal computer and telephone is essential, as majority of the work is performed in utilizing these tools.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The incumbent will have frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) staff including Executive management; leadership and Executive management of other state agencies and contact with staff within the Federal and State Government. Some of the information the incumbent will encounter may include confidential and sensitive information.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the functions of the position may lead to the department not being able to meet statutory, regulatory, or administrative requirements. This can lead to an increased potential for the final condition of the department's programs to be inaccurate.		
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease: May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to		

participate in emergency drills, training, and exercises.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific “position” and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor’s Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The SOC Finance and Administration sections provide financial review, travel, purchasing support, and timekeeping to SOC, Cal OES, Operational Readiness Team (ORT), and the Incident Support Team (IST), which is utilized to respond to emergencies and disasters within California. Under the direction of the SOC Finance and Administration Chief, the Analyst II performs analytical duties to support the State Operations Center. Responsible for reviewing and analyzing travel request information to ensure SOC staff are covered for travel expenses; reviews financial supporting documents to determine proper funding treatment; researches and identifies any missing invoice information; and contacts various business areas and staff to ensure all approved service receipts are entered accurately and for timely payment. Additional responsibilities include providing procurement, financial review, and timekeeping support for the Section. May brief the Finance and Administration Section Chief of costs associated with State Operations Center and Cal OES activations. Will also ensure compliance with Department policies and procedures, State and Federal laws and rules, State Administrative Manual (SAM), and CalHR rules.

The incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Performs the more responsible, varied complex technical and analytical staff services functions related to the program at the full journey level.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	<p>Financial Tracking</p> <p>Responsible for reviewing and providing budgetary fiscal and statistical data for programs to monitor spending levels. Analyze and review the data to look for unusual trends and high expenditure patterns. Makes recommendations to management. Develops event cost tracking and simple cost projections for statewide emergency activations. Provides cost tracking reports to the SOC Planning section. Completes Disaster Financial Recovery and Reconciliation cost tracking spreadsheet for potential Disaster-Response Emergency Operations Account (DREOA) reimbursement. Assists with FEMA cost tracking reporting. Assist with event closed-out cost reporting.</p>
20%	<p>Procurement</p> <p>Reviews and prepares required documents including preliminary solicitations, purchase requisitions, required forms, and correspondences for correctness, errors, and form</p>

	<p>consistency. Organizes and maintains procurement files. Responsible for ensuring compliance with procurement rules, regulations, and guidelines. Evaluates equipment requests, conducts research, and identifies purchasing options. Recommends alternatives to management regarding contractual issues (prioritizes the use of funds, improprieties, development of evaluation criteria, contract disputes, etc.).</p> <p>Ensures items are received and distributed and coordinates with vendors if there are any delays. Reviews, analyzes, evaluates, and makes recommendations on State Operations Center (SOC) financial purchases. Serves as a primary invoice processor by verifying incident/activation purchases and determining eligible funding. Updates and approves purchases in FISCAL. Works with the SOC Logistics Procurement unit to ensure the funding codes, allocations, and cost tracking are appropriate and correct. Works with the Operations section to ensure correct funding codes and cost reporting are accurate for mission tasking. Review all P-Card purchases to ensure proper cost reporting. Develops bid packages that include a scope of work, timelines, terms of conditions, and legal requirements for each contract. Submits and monitors all contracts for appropriate expenditures and contract balances. Oversees the handling of expedited purchase requests. Utilizes the unit's database to process and monitor contracts. Provides monthly reports on expiring contracts to management.</p>
20%	<p>Travel Assistance</p> <p>Responsible for making travel reservations during disaster deployments, by reviewing and analyzing the business needs. Updates any reservations for last-minute changes and provides reservation information to deployed employees. Tracks and monitors locations of deployed staff, ensuring employee resources (e.g. hotel reservations or car rentals) are available upon arrival. Communicates effectively with staff any additional information and documents required to process travel requests. Analyzes and researches discrepancies and makes necessary adjustments. Provides assistance to staff on various travel-related questions.</p> <p>Ensures proper documents are provided for amounts exceeding state rates for rental cars and lodging. Works closely with Accounting- Travel Office Division as it relates to department-paid travel expenses.</p> <p>Develops training materials related to the Travel Unit operational functions and provides training using these materials through presentations (e.g., PowerPoint), delivered online and/or in person.</p>
15%	<p>Timekeeping and Audits</p> <p>Serves as timekeeper for the State Operations Center (SOC) and/or during emergency activations, performing timekeeping functions as needed to support operational activities.</p> <p>Required to support and assist with Federal and State audits, including providing complete and accurate backup documentation for assignments when assigned.</p>
10%	<p>Special Projects and Procedures</p> <p>Duties may include, but are not limited to: activities required to complete any Cal OES State Operation Center assigned or approved projects and for special lectures/presentations or advisory assistance to the SOC activities. Formulate policy and procedures by analyzing and revising desk procedures, Standard Operating Procedures, checklists, and any other operational tools to address and changes resulting from after-action reports or changes in steady-state operations.</p>

<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title