

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30736	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Fiscal and Business Services Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q Street, Suite 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 718-599-5393-711	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday/ 40 hours per week	TENURE Limited Term	
WORKING TITLE Analyst II - Telework Option	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Supervisor I, the position serves as a liaison and central resource by independently performing the more complex analytical and technical functions in the area of contracts and business services for the Division of the State Architect (DSA) Fiscal and Business Services Unit in accordance with the DGS, State Administrative Manual (SAM), State Contracting Manual (SCM), Office of Business and Acquisition Services (OBAS), Office of Fiscal Services (OFS) policies and procedures, and all other applicable rules and regulations.

- Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
- SPECIAL REQUIREMENTS** Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
- Professional License (specify below in Description) Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Researches, analyses, and prepares, and the most complex contract requests for commodities and services for DSA by consulting with program staff to determine their needs, identifying the appropriate type of contract, preparing justifications, memorandums, required documents, and initiating and processing supporting documentation. Develops and updates contracts and scopes of work to ensure complete and accurate contract requisition packages are submitted to the Office of Business and Acquisition Services in accordance with state purchasing policies and procedures, and guidelines. Utilizes FISCal, ServiceNow, SharePoint, MS Office Suite and related tools to complete assignments. Independently maintains a variety of associated contract and procurement logs and administers Release of Funds (ROFs) and Year-End Encumbrance Reports, as well tracking and coordinating contract renewals and amendments.

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PERCENTAGE	DESCRIPTION
20%	Facilitates complex procurements for Information Technology (IT) equipment, software, goods, and services for DSA in collaboration with Enterprise Technology Solutions and the Office of Business and Acquisition Services. Reviews and analyzes purchase requests, verifies vendor eligibility in the Financial Information System for California (FI\$Cal), conducts detailed cost analyses, and reviews and approves purchase requests. Initiates and processes supporting documentation and addresses contingencies to ensure timely and accurate procurement of IT equipment, goods, and services in compliance with applicable laws, Procurement Division policies, Executive Orders, Administrative Orders, and classification requirements under the FI\$Cal chart of accounts. Maintains a variety of logs to support tracking and reporting.
15%	Facilitates complex procurement of supplies, services, and equipment for DSA in collaboration with the Office of Business and Acquisition Services. Reviews and analyzes purchase requests, verifies vendor eligibility in the Financial Information System for California (FI\$Cal), conducts detailed cost analyses, and reviews and approves purchase requests. Initiates and processes all supporting documentation and resolves procurement-related contingencies to ensure timely and accurate receipt of supplies, services, and equipment in compliance with applicable laws, policies, and departmental procedures. Maintains a variety of logs to support tracking and reporting.
15%	Oversees and resolves payment and invoice issues of varying complexity and serves as a purchase reviewer and subject matter expert for transactions initiated by DSA's regional offices. Researches and collaborates with the OFS Program Support Accounting Section to resolve discrepancies, obtains required documentation from regional staff and vendors, and consults with DSA management for technical guidance. Maintains a detailed log of all financial transactions to support tracking and reconciliation. Utilizes applicable reference directives and procedures to ensure proper invoice processing and to recommend solutions that support timely, accurate payments and correct application of funding in alignment with OFS requirements and reporting structures.
15%	Represents DSA in support of facility management by organizing and implementing DSA policies and procedures related to asset inventory across Regional Offices. Collaborates with property managers, maintains vendor contracts, recommends and coordinates building repairs, maintenance, and improvements, and assesses and reports facility issues. Manages and resolves complex space acquisition and alteration needs to ensure safe, accessible, and functional work environments. Ensures compliance with the SAM, DGS Manual, Office of Fleet and Asset Management, Real Estate Services Division, Business Services Office, and OBAS guidelines. Oversees tracking and deployment of IT equipment and monitors programs and processes including the Equipment Maintenance Management Program (EMMP), GovDeals, and equipment surplus and transfer activities.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts as a Proxy to all DSA Regional Office CAL-Card holders by providing consultative guidance, developing internal job aids, training materials, and procedures to ensure card usage complies with the CAL-Card Program Manual. Serves as a subject matter expert by reviewing transactions, ensuring accuracy and integrity of DSA business services data, contracts, and reports, and utilizing appropriate databases and reference materials to support compliance and proper reconciliation.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

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- Work is performed in a professional office setting, with occasional telework based on operational needs.
- Daily use of a computer, standard software, and office equipment such as printers, copiers, and scanners.
- Requires extended periods of sitting, computer work, and reviewing documents.
- The incumbent must be able to lift, transport, and set up office supplies, monitors, and other IT-related equipment weighing up to 25 pounds as needed to support office operations, workstation setup, or equipment deployment.

DESIRABLE QUALIFICATIONS

- Strong analytical and problem-solving skills.
- Experience with contracts, purchasing, or procurement processes.
- Experience with invoice processing, fiscal tracking, or reconciliation.
- Ability to interpret and apply policies, procedures, and guidelines.
- Proficiency with Microsoft Excel, Word, Outlook, and other business software.
- Ability to compile, track, and organize data for logs, reports, or metrics.
- Strong written and verbal communication skills.
- Ability to work independently and manage changing priorities.
- Experience providing customer service or consultative support.
- Ability to build positive working relationships with staff, vendors, and partners.

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

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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