

Classification Title	Board/Bureau/Division
Analyst I	Bureau of Automotive Repair
Working Title	Office/Unit/Section / Geographic Location
Fleet Management Analyst	Administration Branch / Business Services Unit / Fleet Management / Rancho Cordova
Position Number	Name and Effective Date
646-100-5157-8XX	

General Statement: Under the supervision of the Supervisor I, the Analyst I is responsible for coordinating the maintenance, purchasing, and inventorying of Bureau of Automotive Repair's (BAR) vehicle fleet. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

50% (E) Fleet Procurement and Maintenance

Prepare and review fleet acquisition plans and vehicle purchase requests for BAR offices statewide, including all associated documentation such as justifications, cost analyses, quotes, statements of work, exemption requests, property survey forms, and related materials. Ensure Department of Consumer Affairs (DCA), Department of General Services (DGS), and Governor's Executive Order requirements regarding fleet procurements are met and obtain appropriate approvals before proceeding with fleet acquisitions. Negotiate and coordinate with vendors and their agents to obtain competitive bids, order adjustments, and/or returns on wrong, damaged, or substandard items received. (25%)

Analyze vehicle usage patterns and make recommendations related to the utilization of vehicles. (15%)

Research, organize, prepare and track various reports as needed (i.e., staffing reports, regulations/legislation, project work, goals and accomplishments) for the Bureau's Program Manager(s), BAR Executive Office, DCA, and Legislature. Serve as point of contact for staff and managers for vehicle repair procedures (i.e. tire replacement, oil changes, etc.). Process vehicle repair invoices and record vehicle repair history in BAR's database. (10%)

20% (E) Fleet Reporting

Research, organize, prepare, and track various reports as needed (i.e., vehicle accidents, repair cost, mileage, telematics and fuel card usage reports) for BAR's Executive Office, Program Manager(s), and the Department of Consumer Affairs (DCA).

Maintain and update the tracking systems and database for BAR's drivers and vehicle fleet.

Reconcile property surveys in BAR's asset tracker system and physical asset inventory to report data.

15% (E) Fleet Inventory

Oversee BAR's fleet inventory statewide. Independently develop, oversee, and maintain BAR's inventory control processes for non-IT equipment. Conduct annual BAR inventory audit surveys, reconcile deficiencies, and present findings and any appropriate process improvements to management. Implement policies and procedures to secure and safeguard BAR's fleet assets. Gather, analyze, tabulate and prepare yearly physical asset inventory for all BAR field offices, labs and headquarters. Maintain BAR's inventory control system.

Coordinate with field office managers/supervisors and advise on inventory control processes as well as procedures for disposal or re-use of property. Prepare and submit surplus property documents to DCA/DGS.

Record asset information from the completed property transaction forms into the BAR asset tracker system (i.e. date acquired, asset description, serial number, property tag number and assigned location).

10% (E) Zero Emission Vehicles

Analyze, research, and identify current gasoline- and diesel-powered fleet asset specifications and program requirements, and seek opportunities to replace those assets with zero emission vehicle (ZEV) or plug-in hybrid vehicle (PHEV) alternatives. Make recommendations to program and executive management regarding the replacement of fossil fuel dependent vehicles during annual vehicle procurement cycles.

Analyze ZEV and PHEV charging requirements, make recommendations to management, and coordinate the purchase, installation, and maintenance of charging stations at BAR office locations statewide, ensuring that BAR's ZEV and PHEV fleet vehicles are provided the requisite charging infrastructure to maintain operational readiness.

5% (M) Miscellaneous

Analyze data, conduct research, initiate correspondence, and write reports regarding various organization, policy, and procedure issues as requested. Provide backup duties as needed. Brief management on research findings and make recommendations, identify alternatives, and identify potential impact of those recommendations and alternatives.

B. Supervision Received

The incumbent works under the supervision of the Supervisor I, but may receive direction from the Supervisor I over Procurement and Contracts Management, the Supervisor II and/or Executive Management.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The incumbent in this position has weekly contact with BAR management and senior staff regarding policies and procedures, reports and special projects. Daily contact with BAR staff, DCA, Business Services Office management and private building owner's property management companies and vendors. Frequent contact with DCA, Office of Information Services, Office of Risk Management, Local City/County officials and representatives. Frequent contact with DGS regarding surplus guidelines and responsibilities. Occasional contact with the general public.

F. Actions and Consequences

Failure to provide correct information to managers, supervisors, and employees could result in illegal contracts, complaints and/or grievance from the bidders, managers, supervisors and employees. Failure to process appropriate documents could also result in work process delays or inefficiencies, or litigation costs to defend contract provisions or failures.

G. Functional Requirements

The incumbent works in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information

The incumbent must possess knowledge of BAR organizational and functional operations; analytical techniques and tools; State Administrative Manual (SAM); State Contracting Manual; and DCA Contracting Guidelines. The incumbent must have effective written and verbal communication skills and proficiency in using a personal computer, including various software such as Word, Excel and Access. The incumbent must also be able to work cooperatively with all levels of staff within the BAR and DCA organization and with private industry. The incumbent must be able to meet deadlines while handling multiple tasks with varying timeframes. Additionally, the incumbent must have the ability to work with a wide range of individuals in a tactful and courteous manner and use good judgment.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide equitable services, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st within 30 days of leaving office.

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 Health & Safety analyst.)

Employee Signature

Date

Printed Name

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

Supervisor Signature

Date

Printed Name

Revised: 8/2026

Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/15)

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Fleet Management Analyst	Administration Branch / Business Services Unit / Fleet Management / Rancho Cordova
Position Number	Name and Effective Date
646-100-5393-8XX	

General Statement: Under the direction of the Supervisor I, the Analyst II independently performs difficult and complex maintenance, purchasing, and inventorying of Bureau of Automotive Repair's (BAR) vehicle fleet. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

50% (E) Fleet Procurement and Maintenance

Independently prepare and review purchase requests and all related documentation, including justifications, cost comparisons, quotes, statements of work, exemptions, property survey requests, etc., for BAR offices statewide. Ensure Department of Consumer Affairs (DCA), Department of General Services (DGS), and Governor's Executive Order requirements regarding fleet procurements are met and obtain appropriate approvals before proceeding with fleet acquisitions. Negotiate and coordinate with vendors and their agents to obtain competitive bids, order adjustments, and/or returns on wrong, damaged, or substandard items received. (25%)

Analyze vehicle usage patterns and make recommendations related to the utilization of vehicles. (15%)

Independently research, organize, prepare and track various reports as needed (i.e., staffing reports, regulations/legislation, project work, goals and accomplishments) for the Bureau's Program Manager(s), BAR Executive Office, DCA, and Legislature. Serve as point of contact for staff and managers for vehicle repair procedures (i.e. tire replacement, oil changes, etc.). Record vehicle repair history in BAR's database. (10%)

20% (E) Fleet Reporting

Independently Research, organize, prepare, and track various reports as needed (i.e., vehicle accidents, repair cost, mileage, telematics and fuel card usage reports) for BAR's Executive Office, program manager(s), and the Department of Consumer Affairs (DCA).

Maintain and update the tracking systems and database for BAR's drivers and vehicle fleet.

Reconcile property surveys in BAR's asset tracker system and physical asset inventory to report data.

15% (E) Fleet Inventory

Oversee BAR's fleet inventory statewide. Independently develop, oversee, and maintain BAR's inventory control processes for non-IT equipment. Conduct annual BAR inventory audit surveys, reconcile deficiencies, and present findings and any appropriate process improvements to management. Implement policies and procedures to secure and safeguard BAR's fleet assets. Gather, analyze, tabulate and prepare yearly physical asset inventory for all BAR field offices, labs and headquarters. Maintain BAR's inventory control system.

Coordinate with field office managers/supervisors and advise on inventory control processes as well as procedures for disposal or re-use of property. Prepare and submit surplus property documents to DCA/DGS.

Record asset information from the completed property transaction forms into the BAR asset tracker system (i.e. date acquired, asset description, serial number, property tag number and assigned location).

10% (E) Zero Emission Vehicles

Analyze, research, and identify current gasoline- and diesel-powered fleet asset specifications and program requirements, and seek opportunities to replace those assets with zero emission vehicle (ZEV) or plug-in hybrid vehicle (PHEV) alternatives. Make recommendations to program and executive management regarding the replacement of fossil fuel dependent vehicles during annual vehicle procurement cycles.

Analyze ZEV and PHEV charging requirements, make recommendations to management, and coordinate the purchase, installation, and maintenance of charging stations at BAR office locations statewide, ensuring that BAR's ZEV and PHEV fleet vehicles are provided the requisite charging infrastructure to maintain operational readiness.

5% (M) Miscellaneous

Independently analyze data, conduct research, initiate correspondence, and write reports regarding various organization, policy, and procedure issues as requested. Provide backup duties as needed. Brief management on research findings and make recommendations, identify alternatives, and identify potential impact of those recommendations and alternatives.

B. Supervision Received

The incumbent works under the direction of the Supervisor I, but may receive direction from the Supervisor I over Procurement and Contracts Management, the Supervisor II and/or Executive Management.

C. Supervision Exercised

NONE

D. Administrative Responsibility
NONE

E. Personal Contacts

The incumbent in this position has weekly contact with BAR management and senior staff regarding policies and procedures, reports and special projects. Daily contact with BAR staff, DCA, Business Services Office management and private building owner's property management companies and vendors. Frequent contact with DCA, Office of Information Services, Office of Risk Management, Local City/County officials and representatives. Frequent contact with DGS regarding surplus guidelines and responsibilities. Occasional contact with the general public.

F. Actions and Consequences

Failure to provide correct information to managers, supervisors, and employees could result in illegal contracts, complaints and/or grievance from the bidders, managers, supervisors and employees. Failure to process appropriate documents could also result in work process delays or inefficiencies, or litigation costs to defend contract provisions or failures.

G. Functional Requirements

The incumbent works in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information

The incumbent must possess knowledge of BAR organizational and functional operations; analytical techniques and tools; State Administrative Manual (SAM); State Contracting Manual; and DCA Contracting Guidelines. The incumbent must have effective written and verbal communication skills and proficiency in using a personal computer, including various software such as Word, Excel and Access. The incumbent must also be able to work cooperatively with all levels of staff within the BAR and DCA organization and with private industry. The incumbent must be able to meet deadlines while handling multiple tasks with varying timeframes. Additionally, the incumbent must have the ability to work with a wide range of individuals in a tactful and courteous manner and use good judgment.

This position is subject to Title 16, section 3830 if the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st within 30 days of leaving office.

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 Health & Safety analyst.)

Employee Signature

Date

Printed Name

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

Supervisor Signature

Date

Printed Name

Revised: 8/2026