

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31029	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division	
UNIT NAME Bay Region-Ronald M. George Office Complex	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 455 Golden Gate Ave., Ste 2600, San Francisco, CA 94102	
CIVIL SERVICE CLASSIFICATION Analyst I	POSITION NUMBER 308-440-5157-700	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 8:00 a.m. - 5:00 p.m.	TENURE P	
WORKING TITLE Analyst I	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 general direction of the Office Building Manager I in the Facilities Management Division, Ronald M. George Office Complex (RMG), the Analyst I will perform analytical work of average difficulty in a wide variety of consultative and analytical staff services assignments and administrative support to the building managers for multiple facility operations and maintenance unit at the location.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ 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)

Background Clearance

This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Special Projects Participates in special projects and assignments related to the facilities waste management, environmental health and safety, and other regulatory compliances of average difficulty by conducting research and analysis, gathering data, completing assigned tasks, reporting on statuses, training, and drafting summaries in order to provide recommendations and various reports to management utilizing project management principles and tools, and to ensure continuous business operation, organizational effectiveness, program and process improvements in alignment with strategic goals and objectives, and full compliance with codes and ordinance.
20%	Contract Analyst - Monitoring and Tracking Serves as the liaison between the assigned regional facilities management and the Office of Business and Acquisition Services to monitor and track the statues of the average-complexity

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	submitted contract requests by updating contract request status information changes on all assigned contract request packages and providing regular updates to the management and field staff, utilizing tracking documents, Fi\$Cal, ServiceNow, SharePoint, MS Office Suites applications, and other related software or tools in order to accurately and timely track and monitor contracts to ensure all contracts are processed within designate time frames.
20%	Performance Metrics Oversee and organizes performance metrics data for assigned regional facilities management office by researching, gathering, and analyzing qualitative, quantitative, and technical data and collaborating with internal and external stakeholders, using various data sources and systems, measurable tools, and techniques, including metrics data, volumes, current and historical data trends, program statistics, and gap analysis in order make recommendations on new operational efficiencies to ensure statistics, and data quality are optimized and all work processes are efficient and effective division-wide.
10%	Contract Analyst - Maintenance Reviews and recommends amendments, renewals, or new contracts as needed by gathering and analyzing data, timeline, funding and program needs, extracting data pertaining to service requests and work order from Maximo (asset Management software and computerized maintenance management system) in order to renew and amend contracts in a timely manner, to ensure timelines are met, there are no breaks in service, and compliance with all contracting laws, rules and regulations, Public Contract Code and State Contracting Manual.
10%	Serve as the Records Retention and Records Management Coordinator for assigned regional facilities management office by conducting research on records retention requirements, and providing guidance and direction to staff in order to gather vital records information, essential to maintaining a working knowledge of the Americans with Disabilities Act (ADA) and the Information Practices Act (IPA) as they relate to Records Management, and to ensure the unit is in compliance with the Records Management Act and Section 1600 of the state Administrative Manual (SAM).

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provide administrative assistance to regional facilities management offices programs and projects. Provide administrative support to other regional facilities as needed. Assist the regional AGPA on other regional administrative duties.

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

Ability to work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office building environment. Daily use of personal computer and a variety of office software applications at a workstation.

DESIRABLE QUALIFICATIONS

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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