

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: San Luis Obispo
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ California Specialized Training Institute/ Training & Exercise/ Admin. and Support Services	POSITION NUMBER: 163-299-5393-004 (10312)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Analyst II is under the supervision of the Admin. and Support Services Unit Supervisor (Supervisor I).

2. SUPERVISION EXERCISED:
None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
This position will work 40 hours per week with possible extra hours worked on weekends and holidays in the event of an emergency and the need to respond is required. Ability to use a personal computer, calculator, telephone and photocopier, fax and scanner is essential, as the majority of the work is performed in utilizing these tools. Sitting, standing, and lifting up to 40 pounds are requirements of this job and are consistent with office work. This position also requires the ability to drive a vehicle and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program, as travel at times will be required.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position will have contact with peers and employees of the California Governor's Office of Emergency Services (Cal OES), and other governmental agencies to include state and federal agencies. This position will have contact with outside vendors.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of this position could result in California Specialized Training Institute (CSTI) not meeting the requirements of specific courses due to inadequate services, supplies, or a lack of appropriate correspondence, which could disrupt the training schedule and possibly result in individuals not meeting the required training necessary for maintaining health and safety policies of Cal OES, and/or loss of revenue for the agency.

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

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

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:

Under the direction of the Supervisor I, the Analyst II serves as CSTI's primary Administrative and Support Services Analyst. The incumbent independently performs complex and varied analytical staff services work in procurement, contracts, training program coordination, administrative policy implementation, and records management in support of CSTI training and facility operations. This position exercises a high degree of independence, uses a variety of analytical techniques to resolve administrative and program issues, and provides consultative services and recommendations to CSTI management consistent with the analyst classification definition and typical tasks.

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
35%	Procurement and Fiscal Analyst – CSTI Procurement Officer Serves as CSTI's Procurement Officer. Plans, coordinates, and performs procurement activities for goods and services in accordance with State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code, and Cal OES purchasing delegations and policies. Analyzes and reconciles monthly Cal-Card statements; reviews purchasing transactions to ensure accuracy, appropriateness, and compliance with statutes, regulations, and internal controls. Identifies trends, issues, and opportunities for process improvement, and provides recommendations to management. Evaluates and processes service orders and procurement requests, determines the appropriate acquisition method and required approvals. Enters and tracks transactions in FI\$Cal and related systems; audits for and resolves discrepancies and ensures documentation is complete for post-audit and reporting purposes. Develops and maintains procurement tracking tools and reports (e.g., spreadsheets, dashboards, etc.) to monitor encumbrances, expenditures, and disencumbrances; presents summary data and analyses in quarterly meetings with Finance and CSTI leadership. Provides consultative guidance to CSTI staff and management regarding procurement requirements, timelines, and best practices; recommends policy and procedure updates to improve efficiency and compliance. Develops, updates, and maintains comprehensive Standard Operating Procedures (SOPs) to ensure operational consistency and compliance; researches and recommends

	enhancements to internal procurement policies and best practices to improve efficiency, transparency, and cost-effectiveness.
20%	Expenditure Contract Analyst Serves as the Expenditure Contract Analyst. Prepares solicitation and procurement documentation and ensures compliance with all applicable requirements. This includes reviewing and translating data into comprehensive procurement and contract documents, as well as clearly communicating all aspects of the process to project teams and vendors. Serves as a project lead on complex competitive procurements, determining the most appropriate acquisition methods. Reviews Statements of Work (SOWs) and provides recommendations to clarify State needs, ensures completion and approval of California Government Code section 19130 (GC 19130) Justifications by Labor Relations and Legal staff, and prepares complex solicitation documents, such as Requests for Proposals (RFPs), Invitations for Bid (IFBs), and Requests for Offer (RFOs). Develops bid evaluation tools, negotiates sensitive contractual requirements, including cost, and compares vendor proposals against technical specifications. Maintains proficiency in procurement and contracting requirements, processes transactions in FI\$Cal, uploads documentation, and obtains necessary approvals for contracts requiring Department of General Services – Office of Legal Services (DGS/OLS) review. Requests waivers from the California Correctional Training and Rehabilitation Authority (CALCTRA) and Office of State Publishing (OSP).
20%	Training Coordination and Analytical Support Serves as the CSTI SLO Branch Training Coordinator. Provides analytical support for staff development and training compliance across CSTI. Reviews and analyzes Employee Training Requests (ETRs) to ensure alignment with classification requirements, program needs, and budgeted training resources. Makes recommendations to supervisors and management on training priorities and alternatives. Maintains and analyzes the Training and Staff Development Database; produces monthly analytics on training completions (for the Deputy Director's weekly report), mandatory training compliance, and training types. Identifies trends and gaps and proposes targeted training solutions (e.g., First Aid, Forklift, and other onsite training). Coordinates, schedules, and tracks onsite and external training, ensuring adequate coverage for operational needs and efficient use of training resources. Verifies completion of training via BTC verification and certificates; recommends and implements process improvements to strengthen training tracking and reporting.
10%	Asset Management Serves as the CSTI SLO asset management using Nexgen software. Applies bar codes or tags items, tracks and conducts yearly audits of CSTI assets. Creates and maintains a list of equipment assigned to each position/office. Surveys out equipment and tracks items that are taken on the road or moved to training sites/partner sites. Provides annual reports of equipment. This requires close coordination with all CSTI staff and regular walkthrough inspections of all CSTI Campus buildings.
10%	Travel Coordination Coordinates CSTI Out-of-State Travel Requests by reviewing for completeness, accuracy, and policy compliance; identifies and resolves discrepancies; and prepares finalized request packages for Superintendent approval. Provides guidance to staff on travel policy requirements. Develops, updates, and maintains comprehensive SOPs to ensure operational consistency and compliance; and researches and recommends enhancements to internal administrative policies and best practices to improve efficiency,

	transparency, and cost-effectiveness.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required 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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☐	☒
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☐	☒	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☒	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☒	☐
REACHING: Answering phones.	☐	☒	☐	☐	☐

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.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☒	☐

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