

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☒ Proposed

RPA NUMBER 31041	DGS DIVISION / OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Public Record Acts, Subpoenas and Record Retention	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1102 Q St., Ste 5100, Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 718-599-5393-704	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	TENURE Permanent	
WORKING TITLE Analyst II - Telework option	TIMEBASE Daytime	
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 direction of the Supervisor I, Public Record Acts, Subpoenas and Record Retention, the Analyst II is responsible for independently analyzing and processing Public Records Act requests applications in accordance with statutes, regulations and government codes, the State Contracting Manual and internal policies and procedures.

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)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Serves as the contact for DSA for Public Records Act (PRA) requests from public and private sectors by reviewing requests to determine appropriateness of requested documents and information, establishing response time frames to meet statutory deadlines, conducting research of government codes, departmental policies and procedures, in order to respond to requests timely and provide required PRA records and to resolve issues to PRA requests in accordance with DGS policies.
20%	Participates in special projects and assignments related to office administration and DSA business operations of the most complex difficulty by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.

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PERCENTAGE	DESCRIPTION
20%	Independently leads and processes PRA requests and responses for all subpoenas, attorney requests and media requests by conducting independent reviews of PRA requests and determining appropriateness of documents and information to be provided in order to have writing correspondences with requesters, division staff, and legal counsel utilizing the Office of Public Affairs and Office of Legal Services procedures to ensure response schedules in accordance with DGS policy to meet statutory deadlines and coordinates the delivery of records requested.
15%	Develops and maintains records and files, including reports, updating SharePoint, creates tracking mechanisms, maintaining PRA desk operating manual by creating training materials to provide historical audit information, operational planning information and lessons learned materials for division staff. Consults and coordinates with DGS/Public Affairs Officers for PRA requests by leading the review of sensitive and media PRA requests.
10%	Maintains and updates DSA's Records Retention Schedule to align with the policies and procedures of the Records Management and Appraisal (RMA) unit within the California State Archives. Acts as the lead for coordinating records management at the State Records Center. Works with DSA's Regional Offices on records management needs and coordinates DSA's reprographic initiative and electronic storage of project files.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	As directed by the Regional Office Manager and/or Supervisor I, collaborates with other analysts in other units and offices and provides analytical support to other technical staff by attending meetings, events and participating in focus groups as needed using effective communication methods in order to share and convey information related to the project submittal process and the requirements to DSA Management, staff and customers to ensure division-wide transparency and awareness.

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

Professional office environment.

Travel to meetings will require use of various transportation modes (i.e., airplane, taxi, car, etc.)

DESIRABLE QUALIFICATIONS

Ability to perform efficiently and effectively under deadlines and pressure. Select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.

Willingness to accept challenges, handle multiple projects simultaneously.

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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