

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Facilities Section - 078		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Analyst II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-078-5393-704		CURRENT DATE 09/12/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☒ YES ☐ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION
Under the direction of the Supervisor I, the Analyst II is responsible for independently managing the facility responsibilities of the offices/ buildings within an assigned geographic location. The Analyst II is a liaison with the Department of General Services regarding the development of plans, specifications, and leases for the assigned Areas of responsibility.

SUPERVISION RECEIVED
The Analyst II reports directly to and receives the majority of their assignments from the Supervisor I. However, direction and assignments may also come from the Facilities Section management.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
25%	<u>Essential Functions</u> Facility Planning and Real Estate Acquisition: Develops specifications and standard plans for new facilities (owned and leased). This includes modular work stations, building security systems, and other specialized program needs. Works closely with telecommunications analysts and engineers, architects, space planners, contractors, and Area office/section commanders to ensure that all program needs and requirements are addressed. Conducts site evaluations to identify appropriate locations for new and replacement facilities. prepares justifications for recommended sites. Reviews, analyzes, and evaluates the Department's need for leased facilities and makes recommendations to management related to construction, leasing, building alterations, and maintenance.
25%	Contract Management: Independently performs the most complex analyses and evaluations of Public Works and preventative maintenance contracts. This includes evaluating and analyzing proposed projects to determine the most appropriate, legally compliant, and cost effective solution. Writes bid specifications and develops bid packages. Conducts on-site pre-bid meetings to discuss project scope/bid package requirements with contractors. Evaluates and analyzes bid submittals to ensure compliance with the Public Contracts Code (PCC). Researches and verifies Disabled Veteran Business Enterprise data. Reviews contracts for compliance with established law, policy, and procedure to ensure that required information is included.

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Analyst II

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25%	Facility and Lease Management: Represents California Highway Patrol with lessors/owners of leased facilities. Coordinates the completion of special repair, alteration, and maintenance requests. Conducts on-site pre-construction meetings with contractors and Area office personnel to confirm project scope, time lines, and work schedules. Monitors projects through completion. Conducts final inspections and authorizes payments to contractors. Conducts inspections of state-owned and leased properties annually and prepares the inspection reports. Recommends and implements corrective measures to comply with the Essential Services Act (ESA), Health and Safety Codes, Fire and Life Safety Codes, the Americans with Disabilities Act, and Cal-OSHA requirements.
15%	Feasibility and Special Studies: Researches and collects data, analyzes, and writes feasibility studies and space use analyses for short and long-range space planning. Provides detailed alternatives and recommendations to management. Works closely with each Area office/section commander to identify growth needs or changes impacting space use due to program changes, legislation, or emergency response efforts. Develops and updates the database tracking system for project information. Prepares correspondence, reports, issue memos, and makes presentations to management.
5%	Special Projects: Analyzes annual requests for repairs and alterations, prepares detailed cost estimates, and provides a recommendation to management. Analyzes proposed legislation and prepares bill analyses on space and real estate related topics. Researches, analyzes, and writes letters to formally respond to correspondence.
	<u>Non-Essential Functions</u>
5%	Perform other work-related tasks and special projects within the scope of the classification.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE