

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: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration / Logistics / Logistical Support- Internal Branch / Facilities / Facility Operations & Project Delivery	POSITION NUMBER: 163-896-5393-010 / 11819	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	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 general direction of the Supervisor I in the Facility Operations & Project Delivery unit. At times, the Analyst II will also receive supervision and direction from the Supervisor II of Facilities as well as the Manager II of Logistical Support – Internal Branch.		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): - Must possess a valid California driver's license. - The incumbent will work mainly in an office setting with artificial lighting and temperature control. - On occasion, duties will entail both inside and outside of the California Governor's Office of Emergency Services (Cal OES) facilities and involve walking on uneven ground and exposure to hot or cold temperature variances. - Work schedule is Monday through Friday but may vary depending on workload. - On call 24/7 during a proclaimed/declared state of emergency. - Travel may be required of this position.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The Analyst II will have direct contact with all levels of California Governor's Office of Emergency Services (Cal OES) management and staff, all levels of the Federal Emergency Management Agency (FEMA) staff, Governor's Office staff, other State of California departmental staff, contractors, vendors, and the public.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of this position may result in a negative impact to all of those listed in Section 4 above. An error or omission in decision making may result in unsafe facility conditions; fiscal implications; and Cal OES not being compliant with laws, regulations, and/or codes resulting in inconvenience up to and including the safety and wellbeing of Cal OES employees and the general public.		
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:		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., (CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: 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 general direction of the Supervisor I, Facility Operations & Project Delivery, the Analyst II is independently responsible for performing the most complex and difficult space planning and facilities related functions. The Analyst II is a liaison with the Department of General Services (DGS) regarding the development of plans, specifications, contracts and leases.

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%	Facility Coordination/Project Management • Serve as project manager for projects to improve or repair Cal OES facilities statewide. • Conduct analysis of space needs by working closely with engineers, architects, space planners, contractors, and Cal OES management to ensure that all program needs and requirements are addressed. • Make recommendations to management. • Develop specifications and plans for space needs. • Develop and monitor project scope, schedule, and budget. • Research available space, conduct site evaluations, and prepare justification for recommendations. • Initiate and prepare DGS Global CRUISE requests for real estate services. This includes, but is not limited to leasing services, new space acquisition, improvements and alterations, facility related studies and analyses, consulting services, space planning, and modular furniture systems. • Prepare technical scope of work for repairs, improvements, alterations, and facility improvement projects. • Represent Cal OES with DGS, contractors, and vendors. Coordinate the completion of special repairs, alterations, and maintenance requests. • Conduct construction meetings to ensure compliance with project scope, timelines and work schedules, and monitor project through to completion. • Continuously monitor project and reassess and redefine project priorities as necessary. • Recommend and implement corrective measures to comply with Emergency Services Act (ESA), health and safety codes, fire codes, Americans with Disabilities Act (ADA), and Occupational Safety and Health Administration (OSHA) requirements. • Resolve facility complaints, issues, and safety hazards. • Coordinate with various control agencies including, but not limited to DGS, State Fire Marshal (SFM), and Department of Finance to ensure projects are compliant with state, local, and county codes, laws and procedures.
35%	Contract Management In accordance with the State Administrative Manual, State Contracting Manual, building codes, and/or other pertinent rules and regulations the Analyst II shall: • Analyze and evaluate the need for public works and maintenance contracts. This includes evaluating and analyzing proposed projects to determine the most appropriate, legally compliant, and cost-effective solution. • Draft the statement of work and work closely with the Cal OES contact analyst to ensure that the bid package clearly identifies the scope of work. • Develop project scopes, schedules, and budgets. • Conduct on-site pre-bid meetings and bid walks to discuss project scope and requirements with contractors. • In coordination with the contract analyst, evaluate and analyze bid submittals to ensure compliance with the Public Contracts Code. • Review contracts for compliance with established laws, policy, and procedure. • Review facility related vendor invoices including verification of cost and job completeness. • Inspect work, oversee punch list process, manage disputes, and recommend acceptance of contracted building work. • Monitor project schedule and budget. • Continuously monitor on-going maintenance/preventative maintenance contracts to ensure compliance by the contractor.

25%	Communication In compliance with State and departmental policy and procedure the Analyst II shall: • Research, analyze, and draft letters to formally respond to correspondence. • Draft reports, justifications, and Issue Briefs and make presentations to management. • Communicate program goals and objectives to Supervisor I on a regular basis. • Prepare accurate status reports for submission to the Supervisor I. • Participate in meetings to share information regarding facility issues utilizing effective and accurate communication skills, written statistics, reports, etc. • Schedule and attend meetings with, but not limited to, contractors, DGS, SFM, and Cal OES program representatives. • Prepare and distribute department-wide notifications related to facility projects. • Draft policy and procedures involving facility operations and occupancy for management review and approval.
Percent of Time	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. In compliance with State and departmental policy and procedure the Analyst II shall: • Attend training classes necessary for job improvement and requirements. • Attend internal and external meetings, workshops, seminars, etc., etc. • Perform special assignments and projects as directed.

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.	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☒	☐	☐
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