



DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Analyst II	Working Title: ISR / BUILDER Program Analyst
Position Number: 006-190-5393-701	CBID: R01
Work Week Group: 2	Work Hours: Monday – Friday 8:00 a.m. - 4:30 p.m.
Command/Directorate/Unit: Facilities & Infrastructure/Planning & Programing	Physical Work Location: 10601 Bear Hollow Drive, Rancho Cordova, CA 95670
Supervisor Name: Stephene Carrington	Supervisor Classification/Rank: Senior Master Sergeant (E8)
Current Incumbent: Vacant	Effective Date: TBD

Position Requirements:

- | | |
|---|--|
| ☐ Conflict of Interest Filer (Form 700) | ☒ Travel to Multiple Locations |
| ☒ California Driver's License | ☒ Occasional Travel |
| ☐ Class A ☐ Class B ☒ Class C | ☒ Other (Specify): <u>Common Access Card</u> |
| ☐ Class C w/Endorsement: _____ | |

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

The California Military Department (CMD) Installation Status Report (ISR) Program supports the California Army National Guard (CA ARNG) by providing a standardized, data-driven framework to assess the condition, readiness, and operational capacity of facilities and infrastructure statewide. The program enables leadership to make informed decisions regarding sustainment, restoration, modernization, and resource allocation.

Under the general direction of the Program Manager, the Analyst II serves as the senior journey-level analyst and primary support for the Department's facility lifecycle and readiness reporting programs. The incumbent independently performs complex analytical assignments involving data validation, condition assessment analysis, and long-range program planning. In this capacity, the incumbent acts as a central communication hub, leading internal collaboration to request, enter, track, and consolidate critical program data. This includes coordinating and conveying complex information related to comprehensive installation readiness and performance reporting, specifically encompassing facility infrastructure, operational services, associated costs, and mission capacity. The Analyst II provides technical consultation to leadership, manages related Architecture and Engineering (A&E) contract processes, and leads assigned program initiatives, coordinating collaborative project-based efforts with other team members to ensure cohesive execution.

Essential Functions:

35%

Data Analysis and Reporting

- Independently lead the analysis, interpretation, and validation of complex facility and system condition data using enterprise asset management, readiness reporting, and other applicable software platforms to ensure accuracy and strategic relevance for infrastructure lifecycle planning and investment decision-making.
- Develop, synthesize, and present detailed analytical products—including dashboards, scenario models, and reports—using office productivity suites and business intelligence tools to inform senior leadership on program status, trends, and risks.
- Lead the preparation, review, and timely submission of comprehensive installation readiness reports, ensuring compliance with state and federal directives and reporting standards.
- Research, interpret, and apply complex regulations and program directives, providing consultative guidance to management on programmatic impacts and compliance risks.

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	Proactively identify opportunities for continuous process improvement; analyze existing reporting workflows, training delivery methods, and data collection procedures to streamline data flows and enhance overall program efficiency.
25%	Data Collection, Entry, and Maintenance - Lead internal collaboration to request, track, and consolidate critical program data, acting as the primary point of contact for data calls to ensure comprehensive, accurate, and timely submissions. - Coordinate and convey complex information related to comprehensive installation readiness and performance reporting, specifically encompassing facility infrastructure, operational services, associated costs, and mission capacity. - Perform direct and manual data entry into official systems of record and databases. This includes proactively contacting, calling, and coordinating with program stakeholders to retrieve, verify, and input missing or incomplete facility readiness and performance data on their behalf to guarantee system integrity. - Conduct systematic quality assurance reviews and periodic audits to maintain high data reliability and integrity across all reporting platforms. - Proactively identify complex and systemic data discrepancies across sustainment management (SMS), real property, and geographic information systems (GIS), and actively support the team's reconciliation efforts by analyzing root causes, proposing solutions, and coordinating with data owners to implement corrective actions. - Design, establish, and oversee the team's digital knowledge management and filing structures (e.g., cloud/enterprise portals), developing standardized file-naming and document-control protocols to ensure critical program resources, SOPs, and historical records are systematically organized and accessible. - Provide expert technical guidance and consultative support to leadership, analysts, and other program staff regarding data management protocols, system functionality, and reporting standards. - Manage and maintain electronic records and datasets in accordance with state and federal information governance standards. - Collaborate with program leadership, contractors, and internal and external partners to resolve complex data discrepancies and ensure compliance with federal and national organizational guidance. The position requires Common Access Card (CAC) authentication to access Army enterprise systems and program platforms essential to mission execution. This includes, but is not limited to, the use of the following systems: ISRWeb, BUILDER SMS, PRIDE.
20%	Training, Field Support, and User Support - Develop, coordinate, and deliver comprehensive training programs for designated asset management and readiness reporting platforms. - Conduct site visits throughout the state to provide hands-on training to internal partners, ensuring they understand reporting protocols and how to review or provide input for enterprise asset management systems. - Accompany enterprise asset management contractors throughout the state during facility assessments to provide operational support, observe condition assessments, and document urgent facility deficiencies for immediate escalation to leadership prior to official report publication. - Attend and occasionally support national level training both in and out-of-state (e.g., drafting letters of instruction, coordinating venue logistics and room blocks). - Serve as a subject-matter expert for technical issues, collaborating with IT personnel and system administrators to resolve complex problems. - Collaborate with the program's technical specialist to integrate and align quantitative data analysis with qualitative field assessments, ensuring a unified and comprehensive understanding of facility conditions and program status.
15%	Program Coordination and Communication Act as a key liaison with internal and external stakeholders, including program managers, contractors, and regulatory entities, to support program goals and ensure clear communication.

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	• Represent program functions in key meetings and presentations, providing analytical insights, coordinating the preparation of briefing materials, and actively recording and tracking meeting minutes and strategic action items. • Contribute to strategic planning, policy development, and program evaluation activities by providing data-driven recommendations and analysis. • Manage and monitor assigned Architecture and Engineering (A&E) contracts, serving as a primary point of contact to track contractor deliverables, review performance, and ensure compliance with contract timelines and standards. • Exercise independent judgment in managing assigned tasks and escalating complex issues appropriately to management for resolution.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization, and methods and techniques of effective communication and leadership.	
Skills: N/A	
Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader.	
Required Qualifications:	
• Must possess a valid California Driver's License and be eligible to obtain and maintain a Common Access Card (CAC) for access to Department of Defense (DoD) facilities, systems, and networks, which requires successfully completing and passing a Tier 1 (T1) background investigation (formerly known as a National Agency Check with Inquiries/NACI).	
Desirable Qualifications:	
• Ability to communicate ideas and information effectively, orally and in writing. • Ability to independently collaborate and engage with diverse teams and stakeholders (engineers, facility managers, and planners). • Intermediate proficiency with data management and analysis software such as Microsoft Excel, Power BI, and familiarity with database or program-specific systems such as BUILDER SMS, ISRWeb, Azzier, SharePoint, or similar platforms. • Ability to independently collect data, analysis, and research to support program reporting and decision-making. • Effective time management and organizational skills.	
Work Environment:	
• Work is primarily performed indoors in a modern, two-story office building. • All employees are provided with dedicated cubicle space equipped with adjustable sit-stand desks. • Standard office equipment such as computers, printers, and scanners is used regularly. • All voice and video communications are conducted through Microsoft Teams. • Extended periods of sitting/standing, frequent computer use, and repetitive hand, wrist, and finger movements. • The work environment includes typical office noise levels and involves regular interaction with coworkers and other stakeholders, both in person and virtually.	

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Physical/Mental Abilities:

- Maintain regular, consistent, and punctual attendance in accordance with job requirements and departmental policies.
- Sustain attention to detail and concentration for extended periods while performing data analysis, report writing, and administrative tasks.
- Learn, retain, and proficiently apply knowledge of complex software platforms and systems related to Sustainment Management, Installation Status Reporting, Microsoft Office, and other program tools. Operate standard office equipment such as laptops, printers, scanners, and phones for prolonged periods.
- Adapt to changing priorities, work under pressure to meet deadlines, and manage multiple concurrent tasks.
- Communicate effectively and professionally, both verbally and in writing, with diverse stakeholders and under pressure.
- Work independently and collaboratively in a team environment, including in-person and virtual settings.

Equipment Used:

- Laptop, copier/scanner, headset, keyboard, mouse, and other small office equipment.
- State owned vehicles

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
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Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Signature	Date
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State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	Signature	Date
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Position Number: 006-190-5157-701	CBID: R01								
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Command/Directorate/Unit: Facilities & Infrastructure/Planning & Programing	Physical Work Location: 10601 Bear Hollow Drive, Rancho Cordova, CA 95670								
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Current Incumbent: Vacant	Effective Date: TBD								
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Position Identification: The California Military Department (CMD) Installation Status Report (ISR) Program supports the California Army National Guard (CA ARNG) by providing a standardized, data-driven framework to assess the condition, readiness, and operational capacity of facilities and infrastructure statewide. The program enables leadership to make informed decisions regarding sustainment, restoration, modernization, and resource allocation. Under supervision of the Program Manager, the Analyst I serves in a developmental capacity within a collaborative team to support the Department's facility lifecycle and readiness reporting programs, focusing on less complex assignments. The incumbent assists with less complex analytical assignments by taking direction from the Program Manager and the program's technical specialist. In this role, they support internal collaboration by helping to request, track, and consolidate key program data. As the incumbent gains experience, they will gradually take on more complex responsibilities with increasing independence in preparation for advancement to the journey level.									
Essential Functions:									
35%	Data Collection, Entry, and Maintenance • Perform routine and manual data entry into official databases. This includes proactively contacting stakeholders to collect, verify, and input missing or incomplete data on their behalf to support comprehensive and timely reporting. • Assist in internal collaboration to request, enter, track, and consolidate critical program data, serving as a supporting point of contact for basic data inquiries and submissions to help ensure comprehensive, accurate, and timely reporting. • Support the coordination and conveyance of information related to installation readiness, facility infrastructure, operational services, associated costs, and mission capacity. • Perform routine data validation and quality control checks under the guidance of senior staff, identifying basic inconsistencies and elevating more complex discrepancies to the Program Manager or technical specialist for resolution. • Perform routine data comparisons to identify discrepancies across sustainment management (SMS), real property, and geographic information systems (GIS). Support the team's reconciliation efforts by documenting findings and elevating them to the technical specialist (E-6) or Program Manager for resolution.								

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	- Actively maintain and organize the team's digital files and knowledge management repository in accordance with established document-control protocols, ensuring that program guidelines, templates, and historical data are systematically filed and easily retrievable. - Provide basic system support to stakeholders, including troubleshooting common user issues and directing complex technical matters to the technical specialist or IT personnel.
25%	Data Analysis and Reporting - Assist the Program Manager and technical specialist in the analysis, interpretation, and validation of facility and system condition data using enterprise asset management and readiness reporting platforms. - Prepare basic analytical products, standard reports, and data summaries using office productivity suites and business intelligence tools to support the team's analytical workload. - Support the preparation and review of comprehensive installation readiness reports, ensuring adherence to established guidelines. - Participate in continuous improvement initiatives by identifying and recommending opportunities to simplify routine administrative workflows, data tracking tasks, and reporting processes. The position requires Common Access Card (CAC) authentication to access Army enterprise systems and program platforms essential to mission execution. This includes, but is not limited to, the use of the following systems: ISRWeb, BUILDER SMS, PRIDE.
20%	Training, Field Support, and User Support - Assist the team in planning, implementing, and conducting training for end-user training sessions. - Provide reporting and system input protocol support during staff assistance and site visits throughout the state. - Support technical specialist or enterprise asset management contractors during facility assessments throughout the state to observe the facility condition assessments process and learn deficiency identification processes. - Attend and occasionally support national level training courses out-of-state to develop subject matter expertise.
15%	Program Coordination and Communication - Assist in acting as a liaison with internal and external stakeholders to support program goals and facilitate communication. - Participate in program meetings, assisting with the preparation of materials and recording of minutes or action items as directed by the Program Manager. - Draft standard official program correspondence (e.g., memos, emails) under the guidance of the Program Manager. - Support contract planning, development, and management processes.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.	
Skills: N/A	
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Required Qualifications: Must possess a valid California Driver's License and be eligible to obtain and maintain a Common Access Card (CAC) for access to Department of Defense (DoD) facilities, systems, and networks, which requires	

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successfully completing and passing a Tier 1 (T1) background investigation (formerly known as a National Agency Check with Inquiries/NACI).

Desirable Qualifications:

- Ability to communicate ideas and information effectively, orally and in writing.
- Ability to work collaboratively and engage with diverse teams and stakeholders (engineers, facility managers, and planners).
- Basic proficiency with data management and analysis software such as Microsoft Excel, Power BI, and familiarity with database or program-specific systems such as BUILDER SMS, ISRWeb, Azzier, SharePoint, or similar platforms.
- Ability to assist with data collection, analysis, and research to support program reporting and decision-making.
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Work Environment:

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Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date