

YOUR EFFORTS WILL MAKE FISCAL A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Analyst I	DIVISION NAME Administrative Services Division
WORKING TITLE Functional Support Analyst	OFFICE/SECTION/UNIT NAME Departmental Operations Office, Business Services Section
EMPLOYEE NAME VACANT	POSITION NUMBER 333-650-5157-004

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the direct supervision of the Supervisor I, Business Services Section (BSS), the Analyst I performs analytical and operational support work related to customer service, intake coordination, workflow routing, operational tracking, and records management for BSS. The incumbent serves as the primary intake and coordination point for section operational requests and provides support to ensure timely routing, tracking, and completion of operational activities.

SUPERVISION RECEIVED

Reports directly to the Supervisor I, Business Services Section Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Program Support & Operational Coordination • Provide operational and analytical support related to continuity, emergency preparedness, security, and health and safety program activities. • Coordinate and support operational program activities, documentation, and tracking processes. • Assist with preparation of reports, documentation, and program support materials. • Support Health and Safety Officer with staff badge access using CCure badging system. Create permissions, rejections, and conduct audits. • Assist with Ergonomic Evaluation requests, including educating staff, provide consultation on workstations and reporting recommendations for ergonomic modifications. • Create requisition supply orders for Department's non-IT goods and services.
25 %	Asset and Data Support • Maintain inventory tracking information and support asset intake and warehouse related activities. • Upload and maintain operational and asset related data within tracking systems and databases. • Coordinate operational support activities related to warehouse and inventory functions.
20 %	Operational Support & Coordination Activities • Support online ticket monitoring and operational coordination activities. • Provide vendor management support and assist with operational coordination activities. • Assist with customer service and operational support activities as needed to support section operations including onboarding/offboarding employees.
10%	Recycling Coordination • Oversee the recycling coordination for the Department included making sure the department is in compliance with recycling standards, providing necessary information to staff, working with CalRecycle and other agencies in meeting compliance. • Record and report annual recycling documentation by working with Property Management and Department staff for accurate information on recycling practices.

<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Knowledge of: Arithmetic, spelling, grammar, punctuation, and modern English usage.

Ability to: Learn rapidly; follow directions; communicate effectively with other staff and those contacted in the work; use good work habits such as punctuality, skill, neatness and dependability; make satisfactory progress in a prescribed training program; interpret written material; edit written material; write effectively; analyze written and numerical data accurately; make clear, concise oral presentations.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee 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.

Hiring Manager Signature

Date

HR Analyst AR

Date Revised: 08/26/2026