



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development Division	Analyst II	549-890-5393-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Real Property Services	Analyst II	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Real Property Services	2241 Harvard Street, Ste 200, Sacramento, CA 95815	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Career Executive Assignment
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under direction of the Career Executive Assignment, the Analyst II will maintain the Department's statewide real property inventory database, prepare and transfer jurisdiction documents that include but not limited to deeds, legal descriptions, title forms, leases, and permits in transmittal to Statewide Property Inventory. The incumbent is responsible for creating and updating the Capital Outlay Bond project records to the natural resources agency database. Additionally, the incumbent will review incoming tax bills from the county assessor's office to determine department ownership as well as serve as the liaison during contract review for internet subscription services.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Statewide Real Property Inventory Maintain the Department's property data information system, including both hardware and software, that was developed in response to chapter 907/86; including researching, gathering, analyzing information and taking corrective action as necessary to maintain thorough and comprehensive current statistical record of Department of Parks & Recreation's real property assets (approximately 6,000 parcels). Review and verify, on a continuous basis, parcel history reports to insure the data reported in the Statewide Property Inventory is consistent with DPR's records, researching any dissimilarities and taking corrective action as necessary. Receive, disseminate, and maintain a record of long-term encumbrances affecting State Park System lands (non-fee acreage conveyances, e.g., leases, easements, permits, etc.). Serve as Department of Parks & Recreation's liaison with the Department of General Services (DGS), Real Estate Services Division (RESA), Statewide Property Inventory Section (SPI). Research, track and maintain a record of Land Bank Exchange Account transactions with Department of Transportation.	
20%	Final Review and Transmittal of Documents to SPI Prepare and process transfer of jurisdiction documents including review and analysis of deeds, legal descriptions, title insurance forms, leases, permits and/or other documents (i.e. Notification	

	of Real Property Transfer, Notice of Real Property Acquisition, Warrant Requests, Settlement Summary, acquisition plan). Responsible for final sign-off and transmittal of documents to Statewide Property Inventory on behalf of Chief of Acquisition & Real Property Services Division (ARPSD).
20%	Capital Outlay and Support Budgeting Review, coordinate, verify and approve invoice billings for project services performed by other departments (i.e. Department of General Services (DGS), Department of Justice (DOJ)), contracted business services (i.e. computerized assessor's data services) and professional services (Appraisal and Relocation Assistance services). Maintain ARPSD Budget Appropriation Sheet (annually) and provide monthly appropriation fund balance updates to ARPSD Chief for all active Property Condition Assessments (PCAs). Work with ARPSD and administrative staff to create, track and maintain projects for billing purposes and to support submission of 511 and other similar reports. Responsible for the creation and updates of Capital Outlay bond project records to The Natural Resources Agency's database: Agency Bonds Consolidated Reporting System (ABCRS), for approval to the State Treasurer's Office, including coordination with ARPSD Chief for annual Capital Outlay bond projection needs for each project. Special assignments related to the section's funding and budgetary process (Capital Outlay and operations)
15%	Data Management Work with ARPSD and administrative staff to create, track and maintain projects status. Update project information based on processed documents and mailings and completed tasks associated with project management. Lead coordination of Project Managers, and Office Chief as necessary in gathering project data and statistics and preparing spreadsheets, specialized data and/or special reports to the Governor's Office, Legislature, Department of Finance, Deputy Director of Communications, Accounting and Budgets. Responsible for annual preparation and reporting of data to the following reports/publications: National Association of State Park Director's Annual Information Exchange, Planning Milestones – Department of Parks and Recreation, Statistical Abstract – Department of Parks and Recreation. Serve as point of contact for the development and testing in the conversion of current Access database. Maintain existing and new databases .
5%	Contracts and Interagency Agreements Serve as liaison to Contract Services Unit during the contract review, approval and implementation process for internet, mapping and other subscription services contract to access county assessor data for all 58 counties in California and other information needs. Monitor contract expenditures with review, verification and approval of financial transactions, reports and billing statements.
5%	Miscellaneous Responsible for systems development for Project Managers' use in proper reporting of acquisition data. Coordinate new procedures with Contract and Facility Services Manager, Accounting, representatives from The Department of General Services, and the Bureau of State Audits for compliance in reporting data for fixed assets involving land acquisition, disposal and property management transactions. Review incoming tax bills through County Assessor's Office to determine Department of Parks and Recreation ownership. Obtain reversals/exemptions on inappropriate billings and forward correct billings to Districts for payment.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE