



## POSITION DUTY STATEMENT

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| <b>Division:</b> Operations Division                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Classification Title:</b> 5157 Analyst I |
| <b>Branch:</b> Document Services Branch                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Working Title:</b> Analyst I             |
| <b>Unit:</b> Warehouse                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Tenure/Timebase:</b> Permanent Fulltime  |
| <b>Position City:</b> Sacramento                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Position County:</b> Sacramento County   |
| <b>Position Number:</b> 034-5157-302                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>CBID/Bargaining Unit:</b> R01            |
| <b>Conflict of Interest Classification:</b> No<br><br>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment. |                                             |
| <b>Medical Evaluation:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Bilingual Language:</b> Unknown          |
| <b>Sensitive Position:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DMV Employee Pull Notice:</b> No         |
| <b>Fingerprint/Live Scan:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Professional License:</b> No             |
| <b>Work Week Group:</b> 2                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date Approved:</b>                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                   |
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| <b>Direction Statement and General Description of Duties:</b> Under the direction of the Supervisor I, the Analyst I performs the less complex analytical functions that support warehouse and print operations. Takes responsibility for inventory management, supply order processing and analysis, data collection and reporting, statistical evaluation, procedure development, and participation in process improvement initiatives. |                                                                                                                                                                                                                                                   |
| <b>Percentage and Essential/Marginal Functions:</b>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                   |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>DATA COLLECTION, FORECASTING, ANALYSIS and REPORTING (E)</b><br><br>Assists in collecting and maintaining accurate operational data related to warehouse inventory, print production volumes, supply usage, equipment performance, and service |



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|     | <p>turnaround times. Implements data-tracking methods to ensure consistent, reliable, and auditable information. Analyzes historical and current operational data to identify trends, resource utilization patterns, cost drivers, and workflow efficiencies. Assists in forecasts for inventory levels, print volumes, labor needs, and equipment capacity. Prepares routine and ad hoc management reports, including dashboards, KPIs, and variance analyses. Monitors data accuracy, troubleshoots discrepancies, and coordinates corrections. Evaluates operational performance and recommends process improvements. Supports budget planning through data-driven insights. Documents data processes and reporting standards.</p>                                                                                           |
| 25% | <p><b>ASSET INVENTORY &amp; MATERIALS MANAGEMENT (E)</b></p> <p>Supports life cycle of warehouse and print-related materials, assets, and supplies. Maintains and reconciles inventory records including receipt, storage, distribution, returns, and disposal. Conducts physical inventory counts and implements corrective actions. Monitors stock levels and establishes reorder thresholds. Assists in forecasting material needs based on consumption patterns and production requirements. Coordinates with vendors, procurement, and internal stakeholders. Tracks asset assignments, repairs, warranties, and decommissioning. Ensures proper storage and organization of materials. Analyzes material-related costs and consumption trends. Supports development of inventory management procedures and protocols.</p> |
| 25% | <p><b>RECORD KEEPING (E)</b></p> <p>Assists in maintaining accurate records for all warehouse and print activities. Manages digital and physical files per retention and audit requirements. Enters and verifies data in inventory and print-tracking systems. Tracks receipt, storage, issuance, and disposal of materials. Reviews records for errors and reconciles discrepancies. Prepares documentation for audits and inspections. Maintains logs for equipment repairs, service requests, and maintenance schedules. Securely handles sensitive or confidential materials. Ensures secure handling of sensitive or confidential materials in accordance with departmental policies and state record retention requirements.</p>                                                                                          |
| 20% | <p><b>COMMUNICATION AND CUSTOMER SERVICE (E)</b></p> <p>Collaborates with departmental staff, warehouse and print teams, vendors, and leadership. Serves as a point of contact for internal customers. Communicates professionally regarding inventory status, orders, and print timelines. Provides guidance on procedures and service workflows. Documents service issues and follow-up actions. Prepares service announcements and operational communications. Gathers customer feedback and recommends improvements. Supports training efforts. Represents warehouse and print services in meetings.</p>                                                                                                                                                                                                                    |



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|    |                                                       |
|----|-------------------------------------------------------|
| 5% | <b>MISCELLANEOUS (M)</b><br>Other duties as required. |
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| <b>Supervision Received:</b> Reports to the Supervisor I.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Supervision Exercised and Staff Numbers:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Physical Requirements:</b> Works in both an office setting and a warehouse environment. Routinely walks throughout an 80,000 square foot warehouse to address order processing concerns, inventory management issues, and other operational matters that require in person team communication. Uses a computer, which involves fine hand manipulation and repetitive hand movements while keying. Works on warehouse floors and occasionally lifts or moves materials to audit inventory on hand. Occasionally reaches above shoulder level. Grasps, bends, stoops, squats, kneels, pushes, and pulls. Tolerates normal warehouse conditions, including heat, cold, dust, noise, and debris. May lift or carry up to 40 pounds. |
| <b>Special Requirements:</b> Desirable qualifications include strong interpersonal skills, excellent written and analytical skills, attention to detail, proficiency in Microsoft Excel, Teams, Outlook, Word and SharePoint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Personal Contacts:</b> Interacts with all departmental staff by phone, Microsoft Teams, e-mail, in person, and mail, as needed. Interactions may be general, confidential, sensitive, and informative, responding to general inquiries or acting in a problem-solving manner requiring tact, patience, and skillful communication.                                                                                                                                                                                                                                                                                                                                                                                              |

EMPLOYEE ACKNOWLEDGMENT

*I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)*

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
|---------------|--------------------|------|
|               |                    |      |



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MANAGER/SUPERVISOR ACKNOWLEDGMENT

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement*

| MANAGER/SUPERVISOR NAME | MANAGER/SUPERVISOR SIGNATURE | DATE |
|-------------------------|------------------------------|------|
|                         |                              |      |

## Department of Motor Vehicles Proposed Position Duty Statement Form

### POSITION DETAILS – COMPLETED BY PROGRAM

|                                                                                                            |                                                                                              |                          |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|
| DIVISION                                                                                                   | CLASSIFICATION TITLE                                                                         |                          |
| REGION/BRANCH<br>Document Services Branch                                                                  | WORKING TITLE                                                                                |                          |
| UNIT                                                                                                       | TENURE                                                                                       | TIME BASE                |
| POSITION CITY                                                                                              | POSITION NUMBER                                                                              | POSCON (PS) NUMBER<br>PS |
| POSITION COUNTY                                                                                            | CBID                                                                                         | WORK WEEK GROUP          |
| CONFLICT OF INTEREST CLASSIFICATION<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | FINGERPRINT/LIVE SCAN<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                          |

**Conflict of Interest:** (If Yes) This position is designated under the Conflict of Interest Code and is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

|                                                                                        |                                                                                              |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| MEDICAL EVALUATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | DMV EMPLOYEE PULL NOTICE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| SENSITIVE POSITION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | PROFESSIONAL LICENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO     |

### HUMAN RESOURCES BRANCH APPROVAL – COMPLETED BY TALENT ACQUISITION TEAM

|                  |               |
|------------------|---------------|
| TAU ANALYST NAME | DATE APPROVED |
|------------------|---------------|

### DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES – COMPLETED BY PROGRAM

### DUTY STATEMENT FUNCTIONS - COMPLETED BY PROGRAM

INCLUDE PERCENTAGE AND INDICATE ESSENTIAL (E) OR MARGINAL (M)



**Department of Motor Vehicles**  
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**DUTY STATEMENT FUNCTIONS (CONTINUED)**



**Department of Motor Vehicles  
Proposed Position Duty Statement Form**

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**SUPERVISION RECEIVED**

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**SUPERVISION EXERCISED AND STAFF NUMBERS**

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**PHYSICAL REQUIREMENTS**

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**SPECIAL REQUIREMENTS**

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**PERSONAL CONTACTS**

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### DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES – COMPLETED BY PROGRAM

### DUTY STATEMENT FUNCTIONS - COMPLETED BY PROGRAM

INCLUDE PERCENTAGE AND INDICATE ESSENTIAL (E) OR MARGINAL (M)



**Department of Motor Vehicles**  
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**DUTY STATEMENT FUNCTIONS (CONTINUED)**



**Department of Motor Vehicles  
Proposed Position Duty Statement Form**

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**SUPERVISION RECEIVED**

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**SUPERVISION EXERCISED AND STAFF NUMBERS**

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**PHYSICAL REQUIREMENTS**

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**SPECIAL REQUIREMENTS**

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**PERSONAL CONTACTS**

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