

DUTY STATEMENT

Employee Name:	Position Number: 580-820-5157-909
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Asset Management Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Business Operations Branch/Business Services Section/ Fleet and Asset Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by overseeing a variety of technical analytical tasks related to the implementation of program policy, procedures, and interpretation of the State Administration Manual (SAM) and the Public Health Administration Manual (PHAM) that is related to the Center for Health Care Quality (CHCQ) Asset Management Program. The incumbent will enforce CHCQ asset management requirements/standards in accordance with the SAM and PHAM. The incumbent will be responsible for preparing documents, reports, and making recommendations for senior management to approve/deny CHCQ electronic asset/accessory orders for surveyors in our field offices statewide

and at headquarters. The incumbent will create and update CHCQ Equipment Inventory and Asset Tagging procedures. Monitor and report any stolen, lost, or destroyed assets via reports to the California Highway Patrol pursuant to SAM and PHAM requirements. The incumbent will oversee the CHCQ Records Retention Policies and Procedures for headquarters and provide guidance to field offices on Records Retention policies in accordance with the PHAM. The incumbent will oversee the surplus process for all CHCQ equipment and act as the CHCQ safety coordinator for the CHCQ annual Headquarters Health & Safety Audit Inspection.

The incumbent works under the supervision of the Supervisor I (S I) of the Fleet and Asset Management Unit (FAMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Acts as an asset management analyst for CHCQ at the East End Complex (EEC) and District/Satellite Offices statewide for all asset related operations. Assists with asset related efforts: manages, troubleshoots, and distributes CHCQ owned electronic asset inventory: Cellular phones (iPhones, satellite phones), MiFi devices, laptops, desktop monitors, accessories, and network printers. Troubleshoots cellular phone issues and provides technical assistance to CHCQ field staff statewide. Reviews and analyzes monthly billing costs and monitors utilization on all assets. Independently develops and maintains policies and procedures in line with the Public Health Administrative Manual (PHAM) and the State Administrative Manual (SAM). Independently analyzes existing asset inventory to determine when additional assets are needed, are to be terminated or surplus. Reviews and analyzes all new asset-related requests to ensure policies and procedures are met in accordance with PHAM/SAM standards; when necessary, evaluates alternatives and makes recommendations to management. Independently manages asset distribution for new staff and/or processes asset equipment returns for departing staff. Works closely with the CDPH Program Support Division (PSD) Asset Management Team to ensure CHCQ remains in compliance with PHAM/SAM standards. Serves as the lead for any asset-related audits from PSD or the Office of Compliance.
- 25% Serves as a Customer Relationship Analyst (CRA) for the EEC and District/Satellite Offices statewide in regard to CHCQ managed assets. Supports/assists Customer Relationship Manager (CRM) efforts: develops, monitors, and maintains a CRM Tool and/or database to ensure active and ongoing management of all asset-related business service's needs. Organizes and facilitates asset

operations meetings with EEC and District/Satellite Office leadership on a recurring basis to evaluate current statuses identified in the CRM Tool and develop/recommend strategies to resolve concerns and enhance current business services. Prepares and processes purchase/service order requisitions. Applies guidelines per the CDPH Purchasing Manual, California Multiple Award Schedules, State Price Schedules, Prison Industry Authority, Department of General Services (DGS) Office of State Publishing, and Material Services. Reviews purchase/service requests for compliance with terms, policies and procedures, and funding. Reviews and audits invoices for appropriate payment per authorized procurement documents and the Prompt Payment Act. Reviews and processes asset surplus requests for HQ and CHCQ offices statewide.

- 15% Supports/Assists the CHCQ Fleet Analyst. Tracks fleet costs, utilization and reviews DGS billing to ensure vehicles are billed appropriately/accurately per established policies and procedures. Maintains and submits monthly mileage logs to PSD, monitors utilization, and CHCQ fleet inventory logs. Manages all State mandated documents required for drivers within CHCQ. Monitors fleet maintenance repair invoices, approving and documenting all maintenance requests from CHCQ in partnership with PSD and DGS. Consults with and informs CHCQ fleet liaisons at the EEC and all District/Satellite Offices of any fleet related updates.
- 10% Supports FAMU liaison to the Facility Management Unit (FMU) within the BSS. Supports oversight of the CHCQ District/Satellite offices statewide for all facility related operations and space planning efforts. Prepares, interprets, and updates floor plans (as needed), and prepares reports to justify new, additional, and/or consolidation of any CHCQ space. Assists with/completes ad hoc drills and audits including but not limited to facility operations, lease management, space planning, maintenance requests. Serves as the telecom liaison for all CHCQ Telecom needs and infrastructure at CHCQ District and Satellite offices statewide.
- 5% Partners with the FMU to monitor the CHCQ Records Retention schedule for CHCQ HQ to ensure compliance with the PHAM. Supports and compiles programs record retention requirements for submittal every 5 years or as amendments are needed.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JF

Date: 8/27/2026

DUTY STATEMENT

Employee Name:	Position Number: 580-820-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Asset Management Analyst	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Business Operations Branch/Business Services Section/ Fleet and Asset Management Unit

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This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by overseeing a variety of complex technical analytical tasks related to the implementation of program policy, procedures, and interpretation of the State Administration Manual (SAM) and the Public Health Administration Manual (PHAM) that is related to the Center for Health Care Quality (CHCQ) Asset Management Program. The incumbent will enforce CHCQ asset management requirements/standards in accordance with the SAM and PHAM. The incumbent will be responsible for preparing documents, reports, and making recommendations for senior management to approve/deny CHCQ electronic asset/accessory orders for surveyors in our field offices statewide

and at headquarters. The incumbent will create and update CHCQ Equipment Inventory and Asset Tagging procedures. Monitor and report any stolen, lost, or destroyed assets via reports to the California Highway Patrol pursuant to SAM and PHAM requirements. The incumbent will oversee the CHCQ Records Retention Policies and Procedures for headquarters and provide guidance to field offices on Records Retention policies in accordance with the PHAM. The incumbent will oversee the surplus process for all CHCQ equipment and act as the CHCQ safety coordinator for the CHCQ annual Headquarters Health & Safety Audit Inspection.

The incumbent works under the direction of the Supervisor I (S I) of the Fleet and Asset Management Unit (FAMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Acts as the lead asset management analyst for CHCQ at the East End Complex (EEC) and District/Satellite Offices statewide for all asset related operations. Independently manages, troubleshoots, and distributes CHCQ owned electronic asset inventory: Cellular phones (iPhones, satellite phones), MiFi devices, laptops, desktop monitors, accessories, and network printers. Troubleshoots cellular phone issues and provides technical assistance to CHCQ field staff statewide. Reviews and analyzes monthly billing costs and monitors utilization on all assets. Independently develops and maintains policies and procedures in line with the Public Health Administrative Manual (PHAM) and the State Administrative Manual (SAM). Independently analyzes existing asset inventory to determine when additional assets are needed, are to be terminated or surplus. Reviews and analyzes all new asset-related requests to ensure policies and procedures are met in accordance with PHAM/SAM standards; when necessary, evaluates alternatives and makes recommendations to management. Independently manages asset distribution for new staff and/or processes asset equipment returns for departing staff. Works closely with the CDPH Program Support Division (PSD) Asset Management Team to ensure CHCQ remains in compliance with PHAM/SAM standards. Serves as the lead for any asset-related audits from PSD or the Office of Compliance.
- 25% Serves as the lead Customer Relationship Manager (CRM) for the EEC and District/Satellite Offices statewide in regards to CHCQ managed assets. Develops, monitors, and maintains a CRM Tool and/or database to ensure active and ongoing management of all asset-related

business service's needs. Organizes and facilitates asset operations meetings with EEC and District/Satellite Office leadership on a recurring basis to evaluate current statuses identified in the CRM Tool and develop/recommend strategies to resolve concerns and enhance current business services. Prepares and processes purchase/service order requisitions. Applies guidelines per the CDPH Purchasing Manual, California Multiple Award Schedules, State Price Schedules, Prison Industry Authority, Department of General Services (DGS) Office of State Publishing, and Material Services. Reviews purchase/service requests for compliance with terms, policies and procedures, and funding. Reviews and audits invoices for appropriate payment per authorized procurement documents and the Prompt Payment Act. Reviews and processes asset surplus requests for HQ and CHCQ offices statewide.

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- 10% Serves as liaison to the Facility Management Unit (FMU) within the BSS. Supports oversight of the CHCQ District/Satellite offices statewide for all facility related operations and space planning efforts. Prepares, interprets, and updates floor plans (as needed), and prepares reports to justify new, additional, and/or consolidation of any CHCQ space. Assists with/completes ad hoc drills and audits including but not limited to facility operations, lease management, space planning, maintenance requests. Serves as the telecom liaison for all CHCQ Telecom needs and infrastructure at CHCQ District and Satellite offices statewide.
- 5% Partners with the FMU to monitor the CHCQ Records Retention schedule for CHCQ HQ to ensure compliance with the PHAM. Supports and compiles programs record retention requirements for submittal every 5 years or as amendments are needed.

Marginal Functions (including percentage of time)

- 5% Acts as backup to the Supervisor I of FAMU as necessary. Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

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Date: 8/27/2026