

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
BUSINESS MANAGEMENT AND SUPPORT BRANCH
BUSINESS SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: Analyst II**POSITION #:** 472-525-5393-917**EMPLOYEE:**

POSITION DESCRIPTION: The position performs a variety of consultative and analytical assignments in the areas of asset management and serves as the Financial Information System for California (FI\$Cal), Super User, for the Department of Developmental Services (Department), overseeing the maintenance and management of personal property assets, conducting statewide physical inventories, and audit purchased assets, reconciling inventory counts, and maintaining effective communication with staff at all departmental facilities and the Department of General Services (DGS), to ensure proper approval and disposition of surplus assets. In addition, this position supports Business Services functions for the department. The Analyst II independently manages the most complex, technical, and sensitive assignments and requests while demonstrating professionalism, respect, tact, understanding, and excellent customer service.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under direction of, the Assistant Section Chief, Business Services Unit, and indirect supervision from the Section Chief, Business Services Section.

Essential Job Functions:

35% Acts as the Department-wide property and Asset management coordinator responsible for the maintenance, and disposition of tangible and intangible assets. Information Technology (IT) and non-IT personal property assets, and Fleet Assets. Performs various transactions on assets in FI\$Cal, enter, maintain, and dispose of assets, asset transfers, assigns assets tags to personal property assets valued at \$500.00 or more for tracking and inventorying, and ensures the accuracy of chart fields. Maintains asset records and resolves any discrepancies, as required. Places assets in service in FI\$Cal upon receipt of product. Records and maintains accountability of all personal property, ships asset tags to dedicated liaisons to affix to personal property assets. Review the FI\$Cal Asset Inventory Report and Asset Audit Report monthly to keep inventory current. Independently review purchase orders for asset accuracy and perform asset adjustments in FI\$Cal as necessary.

Serves as department lead Asset management Administrator analyst and act as the departments subject matter expert (SME) and liaison between the department DGS, and other control agencies regarding departmental Assets.

- 30% Physical Inventory & Asset Management department statewide. Leads annual and triennial physical inventories of all departmental personal property, independently scheduling, preparing memorandums, and coordinating Statewide site visits. Coordinates internal and external asset transfers or disposition of IT and Non-IT assets throughout the State of California, utilize FI\$Cal to update locations and retire assets appropriately. Analyzes disposition requests against asset lifecycles. Coordinates with the department's Office of Information Services to securely wipe data from sensitive IT assets, E-waste. In coordination with Property Survey Board members, analyze and processes Property Survey Reports (Std. 152) and Property Transfer Reports (Std. 158) for DGS approval. Acts as the primary liaison between the department and DGS, scheduling Statewide waste disposal events and reporting lost or stolen assets to the California Highway Patrol (CHP) and DGS.
- 20% Provide ongoing Fleet and Asset Oversight and analysis of related contracts pertaining to telematics, repairs, maintenance and other fleet-related services. Track and monitor expenditure throughout the fiscal year for management review. Lead the development, maintenance, and revision of all manuals, policies, procedures, and forms related to asset management, ensuring compliance with the State Administrative Manual (SAM). Reviews and updates internal asset management forms to ensure they remain current, accurate, and consistent with established policies and procedures. Analyzes, tracks, and monitors Department of General Services (DGS) memorandum updates related to asset management. Evaluates the impact of policy and procedural changes on the department's current asset management processes and provides management with timely updates, recommendations, and guidance to ensure compliance and operational effectiveness. Research new Asset management technology and present findings to management and provide recommendations.
- 10% Performs a wide range of analytical functions to support business services functions to meet the organizational needs by assisting in providing Business services functions including, but not limited to, business services special projects, escorting business services vendors, fleet management, space planning, mailroom, confidential shred, commute coordinator, parking coordinator, and forms management. Monitors and addresses facility issues submitted through the Business Services email box. This would include submitting work orders through the Maximo system and communicating with property owners and clients to obtain resolutions.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Incumbent sits for extended periods of time while using a computer in meetings, and/or reviewing documents and work papers. Travel may be required to Developmental Centers throughout California, 10 to 15 percent of the time. Overnight stay may be required depending on the location and assignment. May occasionally lift items up to 25 pounds. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: English grammar and punctuation; Microsoft Office Suite software applications such as Outlook, Word, Excel, and Power Point; office equipment; Business English and correspondence; sound business services policies and procedures, and general knowledge of public administration; Fi\$cal systems, State Administrative Manual (SAM)Section 8600; FI\$Cal, and Business Services functions.

Ability to: Communicate effectively, learn rapidly; follow directions; analyze data accurately; reason logically and creatively; use a variety of analytical techniques to resolve problems, develop and evaluate alternatives; and work independently. Interact positively with managers and staff at all levels and take extra steps to provide quality services to internal and external customers. Excellent attendance record and history of dependability and reliability. Ability to prioritize and manage multiple competing priorities. Analyze situations accurately, recognize, and maintain confidential information, review, and edit written reports, and establish and maintain work and project priorities. Identify any special personal characteristics, interpersonal skills and additional qualifications.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.