

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31017	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Southern Region - San Diego Mission Valley	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 7575 Metropolitan Drive, San Diego, CA 92108	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 308-850-5393-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00AM - 5:00PM	TENURE P	
WORKING TITLE Regional Analyst	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Office Building Manager IV, the Analyst II in the Facilities Management Division (FMD), San Diego Mission Valley performs a variety of complex analytical, project, and liaison duties for the Regional Offices to assist in building service management and provide recommendations to management units throughout the region.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Gathers, researches, and analyzes Building Management Maximo reports related to labor, emergency and permit requirements, preventative maintenance, building management operations and equipment condition assessments for the regional facilities by analyzing building specifications and requirements, evaluating and interpreting report data and schedules received from the building managers throughout the region using Maximo, measurable tools and techniques, current and historical data trends, program statistics, and gap analysis in order to identify and evaluate operational efficiencies, develop comprehensive solutions and prepare recommendations to Regional Management to ensure building statistics and data is accurate and all work processes are efficient and effective in accordance with FMD policies, procedures, strategic goals and business plans.
30%	Serves as Program Analyst to support the Regional Manager by collaborating with various internal and external subject matter experts to gain technical expertise to develop the Scope of Work and

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	other required documents and forms, researching and developing justifications, needs assessments, and reports (e.g., Cost-Benefit Analysis) as required to meet the ongoing operational needs of the program, continuously monitoring and tracking tasks in order to make recommendations to the Regional Manager and complete assignments according to established procedures in a timely manner and to ensure continuity of business operations and the application of DGS policies and procedures, utilizing Microsoft Office Word documents, Excel spreadsheet functions, Outlook communication, and Microsoft Teams collaboration tools as well as resources such as the State Administrative Manual (SAM), State Contracting Manual (SCM), Administrative Orders, DGS forms and manuals.
20%	Participates in special projects and assignments related to Building Improvements and maintenance of the most complex difficulty by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools to ensure continuous business operations, organizational effectiveness and program and process improvements are in alignment with strategic goals and objectives.
10%	Serves as a liaison between the FMD Contracts Analyst and FMD Regional Management to conduct close-out activities by encumbering unused funds and assisting with closing out contracts in FI\$Cal in order to confirm all services have been provided in accordance with the contract and all invoices have been processed to ensure contracts are implemented correctly to avoid penalties utilizing MS Office Suite and the Financial Information System for California (FI\$Cal), and FMD monthly budget reports.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Organizes and participates in meetings, departmental and/or FMD events, and trainings as directed by attending virtually and in person in order to achieve desired outcomes of the FMD Region to ensure excellent customer service is provided utilizing virtual meeting tools and knowledge of the regional buildings.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Ability to work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office building environment.

Daily use of personal computer and a variety of office software applications at a workstation.

Ability to work in buildings throughout the Region.

DESIRABLE QUALIFICATIONS

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

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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