

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	<i>Facilities Management Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-336-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Facilities Planning and Management/Central Facilities Planning Section/Central Region Facilities Management Group	Stephanie Arroyo-Schwartz
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations, Planning and Support Division	Supervisor I
BRANCH:	REVISION DATE:
Administration	8/3/2026
Duties Based on: ☐ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Overtime and travel may be required.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
The Facilities Management Specialist, under direction from the Manager, performs a wide range of the more varied and complex analytical business activities to meet the Department's needs in the most cost effective and timely manner. Acts as the lead project manager on various facility-related projects and assists those staff in learning the processes. This position works at the full journey level.	
Percentage of Duties	Essential Functions
35%	As a project manager, the Facilities Specialist, is the team leader for the more varied and complex facility projects. Works independently, efficiently, and communicates effectively with project team members, and provides consultation to management. Team members may include facility representatives, co-workers, representatives from other divisions including upper-level management, departments, vendors, contractors, and customers. Analyzes and

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	arranges for office alterations, repairs, modular furniture and partition installations, and moving services. Independently, develops program analysis of needs and a proactive facility management plan; performs project management duties such as: task timelines, cost estimates, tracks progress of project and budget expenditures, and reports the status to the manager. Provides in-depth analysis, consultation, and planning assistance for relocation of personnel and alterations of Sacramento Central Office and other Sacramento off-site offices. Develops, designs and revises detailed workstation space layouts utilizing Computer Assisted Design (AutoCAD) programs. Ensures design layouts are compliant with American with Disabilities Act requirements. Prepares drawing sets such as Exhibit A for fire marshal approval.
25%	Taking the lead as the Facility Management Specialist, analyzes facility-related requests, develops alternatives and recommendations, negotiates, and resolves issues. Verifies the accuracy of electrical, telephone, and data information for site preparation. At the completion of a project, makes final inspections, accepts/rejects final work, and approves invoices for payment. Ensures compliance with Americans with Disabilities Act (ADA), Fire Marshal requirements, and Building Codes, and is also able to identify hazardous conditions.
20%	Analyzes needs and provides specifications, scope of work, bid lists, and other documents required to prepare bid packages, contracts, and Purchase Service Authorizations with all necessary supporting documents.
15%	Independently, meets with office managers and upper level management, performs facility audits, performs ADA facility reviews, assesses assignable space and space allocations. Prepares letters, correspondence, reports, and other written correspondence as required.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	
NA	
6. SIGNATURES	

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Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name: Stephanie Arroyo-Schwartz

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines.

CPU Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

NSW

2/4/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	<i>Facilities Representative</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-336-5157-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Facilities Planning and Management/Central Region Facilities Management Group	Stephanie Arroyo-Schwartz
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations Planning and Support Division	Supervisor I
BRANCH:	REVISION DATE:
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Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Overtime and travel may be required	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
The Facilities Representative, under supervision from the Manager performs a wide range of less complex analytical business activities to meet the Department's needs in the most cost effective and timely manner. Works as a team member with the Facility Management Specialist on various projects and assists those staff in learning the processes. This position is the first journey level	
Percentage of Duties	Essential Functions
35%	Works efficiently and communicates effectively with project team members. Team members may include facilities management specialist, representatives, co-workers, representatives from other divisions including upper-level management, departments, vendors, contractors, and customers. Analyzes and arranges for office alterations, repairs, modular furniture and partition installations, and moving services. Develops program analysis of needs and a proactive facility management plan; performs project management duties such as: task timelines, cost estimates, tracks progress of project and budget expenditures, and reports the

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	status to the manager. Will receive guidance and direction to perform analysis, consultation, and planning assistance for relocation of personnel and alterations of Sacramento Central Office and other Sacramento off-site offices.	
25%	Works as a team member with the Facility Management Specialist, to analyze facility-related requests, develops alternatives and recommendations, negotiates, and resolves issues. Verifies the accuracy of electrical, telephone, and data information for site preparation. At the completion of a project, makes final inspections, accepts/rejects final work, and approves invoices for payment. Ensures compliance with Americans with Disabilities Act (ADA), Fire Marshal requirements, and Building Codes, and is also able to identify hazardous conditions.	
20%	Analyzes needs and provides specifications, scope of work, bid lists, and other documents required to prepare bid packages, contracts, and Purchase Service Authorizations with all necessary supporting documents.	
15%	Meets with office managers and upper level management, performs facility audits, performs ADA facility reviews, assesses assignable space and space allocations. Prepares letters, correspondence, reports, and other written correspondence as required.	
Percentage of Duties	Marginal Functions	
5%	Other duties as assigned	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
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(List total per each classification of staff)		
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Employee's Statement:		
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Employee's Signature:		Date:

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Supervisor's Statement:

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Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines.

CPU Analyst Initials

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