

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Administrative Services Division		
Position No / Agency-Unit-Class-Serial 461-232-4106-013		Unit Facilities Planning, Construction and Management (FPCM)		
Class Title Associate Construction Analyst		Location Metropolitan State Hospital		
Subject to Conflict of Interest ☒ Yes ☐ No		CBID R09	Work Week Group: 2	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Direct Construction Supervisor II with Facilities Planning, Construction and Management Section (FPCM), the incumbent functions as a technical expert and lead project manager with responsibility for the most difficult, complex, and/or sensitive projects entailing strategic planning, budgeting, design, construction, and special repair assignments occurring at DSH hospital facilities and Sacramento.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	Leads and/or facilitates architectural proposals and designs, construction drawings and contracts, specifications, and supporting documentation for departmental facility projects including but not limited to Capital Outlay, deferred maintenance/special repairs, renovations, energy efficiency, information technology (IT), and new construction projects. Coordinates project schedules and the activities of hospital and/or contracted personnel assigned to specific project tasks. Reviews, analyzes, and comments on architectural design proposals and construction drawings from consulting architects and DGS for DSH acceptance. Develops design alternatives and prepares recommendations for management approval. Reviews, approves, and/or coordinates responses to all project RFBIs, submittals, RFIs, change orders, construction change directives, monthly schedule updates, short interval schedules, and inspection reports with corrective action. Monitors all construction activities and coordinates thorough documentation utilizing FPCM project folders and Procore software for DSH, State Fire Marshall, and Inspectors, as required. Attends or leads planning, design, and construction meetings. Conducts inspections of newly constructed or renovated facility sites prior to the acceptance of these facilities by DSH. Functions as a technical expert on the use of design, schedule planning, and project management related software.			

30%	Provides consultation and direction to DSH and external agencies regarding proposed Capital Outlay, deferred maintenance, special repair, IT, and energy efficiency projects. Reviews construction cost estimates, develops project phasing and project schedule estimates, and ensures permits and due diligence documentation are provided. Develops ad hoc reports, fiscal updates, and briefings for management. Collaborates with FPCM analysts to ensure the accurate development and timely approval of all project authorization, funding, and reversion documentation required by DGS, Department of Finance (DOF), and the State Public Works Board (SPWB).
25%	Prepares and maintains a variety of project files, records, documents, and lists relating to assigned program areas and responsibilities in FPCM, including but not limited to DOF funding requirements and project expense tracking summaries; maintaining project status logs in SharePoint; and providing reports, synopsis of construction activities, and progress meeting details. Coordinates with FPCM, Budgets, Accounting, and DSH hospital administration to monitor project expenditures and review invoicing. Tracks the status of documentation under review by control agencies, DGS, or DSH sections to ensure timely completion and responsiveness to DSH submittals.
5%	Other duties and special projects within the class specification as assigned.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

Assistant / Hospital Administrator's Signature

Date