

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst II		WORKING TITLE Facilities Analyst		
PROGRAM NAME Office of Administrative Services			UNIT NAME Facilities Branch	
ASSIGNED SPECIFIC LOCATION Santa Ana			POSITION NUMBER 400 – 129- 5393 - 015	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Supervisor I, the Analyst II performs the more complex analytical duties related to facility management, space planning, emergency preparedness, and procurement.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Facility Management and Space Planning Serves as a subject matter expert directly responsible for facilities projects and space planning. Independently analyzes, develops, and provides recommendations on how to proceed with specific Department of Industrial Relations (DIR) space needs. Independently works with division liaisons to determine space needs and ensures compliance with DGS Real Estate Services Division (RES D) policies and procedures and the State. Serves as a DIR contact with DGS RES D during lease negotiations. Regularly schedules and leads meetings to provide project updates to DIR and DGS stakeholders. Researches, analyzes, and recommends options for problem resolution, including Americans with Disabilities Act (ADA) and reasonable accommodation situations related to staff relocation within offices and to newly acquired space. Develops manuals of Facilities Management procedures specifically for the Department of Industrial Relations and analyzes State Administrative Manual, Government Codes, Labor Codes, and various other codes, laws, and regulations related to facilities management, space planning, and Department-specific space requirements to ensure effective management of functions. Drafts and reviews requests in a timely manner to ensure they are completed and consistent with the Health and Safety Code and associated regulations. Works independently and collaboratively with private property managers and DGS' Facilities Maintenance Division (FMD) representatives to address facility maintenance requests and coordinate approval on modifications to workspaces. Analyzes, develops, and improves effective procurement and utilization standards of DIR office space. Inspects and recommends acceptance of contracted building work. Independently develops, prepares, and submits Space Action Request forms for service, Project Justifications, and Space Planning Data forms to DGS RES D. Collaborates and regularly meets with DGS RES D space

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	planners and architects. Researches, analyzes, and provides specific recommendations to DGS regarding services, equipment, technology, and furniture. Prepares budgetary information, including Form 10 (Estimate of Occupancy Costs), for submittal to Department of Finance, and determines the lease location search area with input from Division and management staff. Coordinates site search activities with DGS RESD and DIR staff and notifies DGS RESD of DIR site selections. Independently works with DGS RESD and Division liaisons on preparation of floor plans, while coordinating floor plan reviews with Division liaisons and DIR management to obtain final plan approval from DGS RESD.
20%	Lease Management and Rent Payments Collaborates independently with private property managers and DGS' FMD to identify and resolve facility maintenance requests, in accordance with the terms of each DIR lease agreement. Independently analyzes DIR's lease agreements and spaces assignments to determine the responsible party for payment and resolution. Prepares and delivers notices of request to lessors for outstanding repairs in collaboration with the DGS Lease Management Unit (LMU). Independently updates lessor and lease payment information monthly to provide payments to lessors and contracted vendors supporting facility efforts, in accordance with the lease terms and the Prompt Payment Act. Solicits change memorandums and notices from LMU. Prepares and submits monthly rent payments to the DIR Accounting Office for private-owned leases. Validates funding information within Financial Information System for California (FI\$Cal) for all State-owned and -leased spaces and submits reporting codes to the DIR Accounting Office for payment. Verifies with lessors and property managers that DIR's lease accounts are balanced, if needed, and independently rectifies any outstanding charges. Coordinates with LMU to make rent adjustments as specified in lease documents. Tracks lessor-required maintenance based on lease agreements for all DIR facilities (i.e. paint, carpet cleaning). Prepares and delivers maintenance notices for tenants and collaborates with DIR's Labor Relations Unit to provide notice to unions, if applicable. Tracks DIR lease terms and prepares email notifications to division liaisons prior to lease cancellation, lease expiration, and lease holdovers. Prepares notifications to division liaisons and stakeholders for notices related to asbestos and Americans with Disability Act (ADA) clearances. Researches, analyzes, and recommends options for lease Estoppel when noticed by LMU.
10%	Security/Emergency Preparedness Collaborates with the Department-wide security and emergency preparedness coordinator to plan, organize, and manage complex security and emergency planning activities. Assists the Emergency Preparedness Coordinator with responses for DIR and building staff in the event of an emergency or natural disaster by working with internal and external subject matter experts to maximize the safety and security of people and property. Provides guidance and direction for the resumption of normal business operations following a disaster. Communicates with management and executive staff regarding office conditions that may require the temporary closure of a local office. Partners with the Emergency Preparedness Coordinator to initiate and complete repairs to the DIR facilities and spaces

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	following a disaster.
10%	Report, Policy, and Procedure Development/Implementation Provides support to the Branch in analyzing and developing key performance indicators for facilities and business services processes and develops various management reports. Develops and implements reporting, including, but not limited to, subsidiary ledger for the depreciation and amortization of capitalized assets, physical inventory audits, and business services reporting activities. Prepares and revises project management reports and special administrative and research studies. Independently analyzes relevant data related to facilities management and procedures and policies and makes recommendations to management. Consults with DIR staff in the formulation of business service related policies and procedures. Identifies areas for process improvement and makes recommendations to management on various business service activities. Independently creates and develops reporting tools for DIR management, peers, and liaisons regarding various information on DIR's business services functions. Serves as a subject matter expert for FI\$Cal and compiles training materials, policies, and procedures for acquiring personal property assets.
10%	Contract Administration, Budget Management, and Procurement Provides ongoing analysis and reporting of business services expenditures during the fiscal year and develops and presents budget and expenditure analyses to management on Facility and Business Services projects. Develops and reviews scopes of work and requirements for business services contracts and solicitation documents, conforming to DIR policy and compliance with Government Code, Public Contract Code, and the State Contract Manual. Manages and administers service contracts for the Branch's business services needs, including but not limited to, mail services, moving services, modular installation and other facility maintenance related contracts. Analyzes, reviews, and approves invoices to ensure deliverables are satisfactorily met. Collaborates with Division staff to ensure work is completed per the contract Statement of Work, if needed. Verifies the vendors are paid in a timely manner, in accordance with the Prompt Payment Act. Serves as a consultant in addressing ongoing budgetary, contractual, and procurement business needs. Works directly with building managers and rental/lease agreements with lessors to resolve issues with contracting and procurement. Processes purchase requests in FI\$Cal and prepares the appropriate documents for the purchase of goods and services. Reviews requisitions of purchase orders and contracts for completeness, accuracy, and compliance with DIR's policies and procedures. Determines the most appropriate method of procurement and if the requested items can be obtained via an existing contract. Researches vendors and evaluates their ability to provide quality materials, equipment, and services. Gathers, compiles, and tabulates bids in order to evaluate price quotes and/or best value criteria to calculate the winning bidder. Processes purchases in a timely manner, verifies they are properly routed to the appropriate internal reviewers and approvers, and complies with all State procurement policies and procedures as administered by DGS.

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Percentage of Time Spent	Marginal Job Functions
5%	Miscellaneous Reports and Studies Responds to general calls from DIR employees, other State agencies, and the public. Responds to emails to the unit and monitors the Facilities general email inboxes. May serve as a backup or lead to other analysts, attends training, and, may work in an acting capacity in the absence of the unit manager.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance and communicate effectively (orally and in writing) in dealing with the public and/or other employees and stakeholders. The incumbent also performs administrative duties, including, but not limited to, adhering to DIR policies, rules, and procedures. Accurately reports time and submits time sheets by the due date. Ensures all decisions are technically sound and consistent with DIR goals and procedures. Submits administrative requests, including leave, overtime, travel, and training, in a timely manner. Develops and maintains knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment. Completes assignments in a timely manner and adheres to DIR policies and procedures. Some travel is required to DIR offices and construction sites statewide.

Supervision Received

The Analyst II is supervised by the Supervisor I but may also receive direction from the Supervisor II, Manager II, Chief of Business Management office, Chief of Administration, and the Director's Office.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works mainly in a cubicle environment in a high-rise office setting with artificial light and temperature control. The incumbent is required to work extensively on the computer, as necessary, for email communication, research, and other purposes. The incumbent will be required to transport items in a safe manner. At times, the incumbent may be required to work outside and/or on construction sites and in environments that may or may not be climate controlled.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside the DIR, to complete work assignments related to facilities and business services. The incumbent must exercise the ability to make decisions and perform actions having broad implications to DIR. In addition, the incumbent must demonstrate the ability to use Internet, email, desktop applications, and presentation software to complete assignments. The incumbent must demonstrate problem-solving skills.

Physical Abilities

The incumbent must demonstrate the ability to use a computer, telephone, and other office

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equipment, such as copiers and scanners, as necessary. Being in a stationary position for long periods of time. On an occasional basis, the incumbent will need to travel by plane, train, or automobile to work sites, including construction sites, to check on projects. At times, the incumbent may be required to navigate uneven floors, including dirt or unpaved surfaces. The incumbent will be required to transport items in a safe manner.

Additional Requirements/Expectations

The incumbent must be dependable and have the ability to work cooperatively with staff at all levels, both within and outside the Department. The incumbent must have the ability to communicate effectively in order to complete work assignments.

Personal Contacts

The incumbent has contact with staff at all levels within the Department, as well as external stakeholders, staff at DGS, contractors, property management, and the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date