STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER 31174	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	
UNIT NAME Asset Management	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1700 National Drive, Sacramento, CA. 95834	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 306-112-5393-701	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 Permanent	
WORKING TITLE Fleet Acquisition Analyst - Hybrid	TIMEBASE Full-Time	
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 Supervisor I (SUP I) of OFAM's Fleet and Asset Management Program, this position serves as a state vehicle asset analyst responsible for analyzing and creating Fleet Acquisition Plan (FAP) packages from plans submitted by customers (state agencies/departments) to ensure the vehicles/mobile equipment are necessary, reliable, energy efficient and cost-effective, and subsequent purchase and sale documents meet applicable policies and laws, in accordance with DGS and OFAM policies, procedures, processes, applicable State/ Federal laws and fleet industry best practices.

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)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Analyzes client FAPs by acting as a liaison to obtain information from clients, answering questions, providing consultative services to customers, management, and others regarding fleet asset requests, communicating FAP statuses, and preparing written narrative analyses and recommendations fro presentation to OFAM and DGS management utilizing various computer programs, systems, and databases in order to obtain FAP review and approval to ensure requested fleet assets meet all applicable laws, rules, requirements and regulations.
25%	Reviews and evaluates client's fleet asset purchase orders and estimated by comparing against contract and manufacturer specifications, matching purchases to assets approved on FAPS, and assessing documentation utilizing the Financial Information System of California (FI$Cal) and Excel

PERCENTAGE	DESCRIPTION
	in order to approve purchases, record pertinent information and to confirm unnecessary upgrades are not procured to ensure costs effective fleet assets and compliance with applicable laws, rules, and regulations.
20%	Provides consultative services regarding the disposal and transfer of fleet assets to customers, management, and other in a timely manner by analyzing documents and reports for accuracy, completeness and adherence to applicable laws, rules, and regulations and examining for opportunities to transfer re-utilized assets between departments in lieu of purchasing new assets utilizing various computer programs, systems, and databases in order to recommend approval or denial to OFAM and DGS management ensuring cost-effectiveness of fleet asset disposal and transfers.
15%	Educates, trains, and shares best practices with department fleet staff on properly entering monthly required fleet data, running reports in Fleet Asset Management System (FAMS) and the benefits of accurate data entry by providing first level assistance with creating and resetting accounts, solving data entry issues, deleting duplicate entries, unlocking data records, and resolving data gaps utilizing FAMS and the Public Resources Code Section 25722.5 in order to maintain consistent data integrity and timely reporting of statewide fleet data for approximately 50,000 assets owned by over 100 departments to ensure support for a number of legislatively-mandated statewide and Federal reports and other reporting obligations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in special projects regarding resolving issues, re-engineering processes, strategic planning and organizational needs and provides backup to analysts for maintaining effective operation / customer service for the unit as requested by management.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 1 % of the time to various locations and may include overnight travel by various methods of transportation.

Busy professional office environment handling multiple projects and deadlines simultaneously. Daily use of personal computer / laptop, related software applications and a variety of office equipment. Sit in a seated position for extended periods of time at a workstation. Common eye, hand, finger dexterity required for most essential functions. Work overtime on an intermittent basis. Travel occasionally using various modes of transportaion.

DESIRABLE QUALIFICATIONS

Fleet or asset management experience. Experience in analyzing and interpreting laws, rules, and regulations. Proficiency with Microsoft Word and Excel. Excellent customer service and communication skills. Ability to apply strong critical thinking and analytical skills to draw logical conclusions and to propose creative solutions to atypical issues.

☐ Current
☑ Proposed

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

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

C & P APPROVED BY	DATE SIGNED