

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME:

CLASSIFICATION: Analyst II

WORKING TITLE: Statewide Facility & Assets Analyst

STATEMENT OF DUTIES: Under the supervision of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) Supervisor I, the Analyst II assists with statewide analytical and consultative support in the area of asset management, inventory controls, facilities, and safety. The Analyst II serves as a liaison between the Division and the California Department of General Services (DGS), and is responsible for performing complex analytical work related to managing and reporting asset management compliance to the U.S. Office Inspector General (OIG), researching federal and state laws and regulations, and managing DMFEA offices statewide. The incumbent ensures alignment with state and federal requirements, supports executive decision-making, and promotes operational accountability across the Division.

The Analyst II must have the ability to tactfully elicit information and cooperation from DMFEA personnel at varying levels of authority and manage relationships with a broad set of stakeholders. The incumbent must reason logically and creatively, and utilize a variety of analytical techniques to resolve problems and provide recommendations to executive management. The Analyst II must maintain confidentiality and exercise a high level of discretion.

SUPERVISION RECEIVED: Under the general direction of the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Some travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment. In-state travel is frequent and required.

ESSENTIAL FUNCTIONS:

- 30% Serves as the Division's lead for the lifecycle management of general (non-employee assigned) assets, encompassing both IT hardware (e.g., printers, scanners, and shared peripherals) and non-IT assets (e.g., specialized furniture, copiers, etc.). Maintains the master inventory database for the division, ensuring accurate and real-time records of all property allocated to DMFEA headquarters and regional offices. Conducts annual onsite physical inventories at all regional locations and performs complex reconciliations between physical counts and digital records. Ensures strict adherence to state and federal property management policies. Facilitates the formal survey process for obsolete equipment and manages the reassignment of surplus assets.
- 20% Conducts the development and ongoing monitoring of the risk assessment for the DMFEA. Based on assessed risk, drafts unique audit programs to evaluate evidence and provide an independent assessment of DMFEA's compliance with DOJ policies and OIG regulations. Develops and maintains customized audit scopes to identify specific examination areas and objectives. Utilizes

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testing procedures to determine the effectiveness of internal controls for organizational operations. Prepares and presents audit findings to management to identify risks that may jeopardize grant funding or increase liability for the division and/or DOJ.

- 20% Performs the development and implementation of corrective action plans resulting from OIG program reviews and internal/external audit findings. Translates audit recommendations into actionable remediation steps and tracks key performance indicators (KPIs). Proactively communicates and collaborates with internal and external stakeholders to tactfully direct required actions throughout the division and applies project management techniques to verify accuracy, status, and timeliness. Verifies that remediation efforts comply with OIG standards and DOJ policies. Applies continuous monitoring techniques to evaluate the sustainability of corrective actions and drafts status reports and closure documentation for management and oversight agencies.
- 20% Provides statewide coordination and support related to facility moves, alterations, repairs, and maintenance. Performs onsite evaluations to develop and implement facility and safety recommendations. Proactively communicates with the DMFEA Chief Assistant Attorney General and Business Operations Manager to effectuate facility alterations. Coordinates safety efforts with the Division of Administrative Services, drafts safety compliance reports, and implements an ergonomic evaluations program statewide with each DMFEA regional office. Conducts complex ergonomic evaluations for DMFEA employees as needed, provide recommendations and solutions to areas in need of improvement.
- 10% Provides training and analytical services for DMFEA involving research, data gathering, analysis, evaluation, and both verbal and written reports. Provides administrative assistance, including acting as back-up to other staff in the Administrative Branch in times of absence or as needed.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name

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