

DUTY STATEMENT

OFFICE OF EXPOSITION PARK MANAGEMENT

☐ Current☒ Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Facilities Coordinator
NAME OF INCUMBENT:	POSITION NUMBER:
	314-601-5393-004
CBID/WWG/PROBATION:	UNIT NAME:
R01/ 2 / 12 Months	Exposition Park Management
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
Chief Facilities Management Officer	CEA B
SCHEDULE / SHIFT:	REVISION DATE:
Monday – Friday / 9:00 a.m. – 5:30 pm.	9/16/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	

2. REQUIREMENTS OF POSITION**Check all that apply:**

- | | |
|---|--|
| ☒ Conflict of Interest Filing (Form 700) Required | ☐ EPA Section 608 Technician Certification |
| ☐ State Issued Uniform | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☒ Medical Examination/Testing | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) *Click to enter text*

Assignments and tasks may be highly sensitive and confidential; the incumbent must exercise discretion and good judgement. This position requires regular onsite presence to assess facilities, document conditions, and monitor maintenance and construction. Possession of a valid class C driver's license is required. Overtime, after-hours and weekend work, as well as travel, may be necessary.

3. DUTIES AND RESPONSIBILITIES OF POSITION**General Statement:**

(Briefly describe the position's organizational setting and major functions)

Under the direction of the CEA B, Chief Facilities Management Officer, the Analyst II, herein referred to as the Facilities Coordinator, will perform complex analytical and administrative assignments with a high degree of independence related to the maintenance, construction, real estate, and leasing of facilities and infrastructure at Exposition Park. The Facilities Coordinator will assess facility and infrastructure conditions, identify maintenance deficiencies, and capital improvement needs, analyze sustainability, accessibility, energy efficiency, and climate resilience opportunities. The incumbent independently coordinates and monitors multiple improvement projects, involving procurement, contract administration, project coordination, and system development. The incumbent researches and interprets applicable laws, regulations, policies, and requirements and provides recommendations to management and stakeholders.

The incumbent develops and maintains tracking systems, prepares budget projections, conducts complex analyses, and prepares reports and recommendations. The incumbent coordinates with management,

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government officials, Park Entities, contractors, and other stakeholders to monitor projects and address identified issues.

Percentage of Duties	Essential Functions
30%	Facilities Maintenance, Construction, and Infrastructure Analysis - Conduct facility and infrastructure assessments and site inspections to identify maintenance deficiencies, deferred maintenance, accessibility concerns, asset condition, and capital improvement needs; develop priorities and recommendations for corrective action. - Develop and maintain asset inventories, preventive maintenance schedules, lifecycle information, and long-term maintenance and replacement plans for facilities, building systems, grounds, and infrastructure. - Interpret and apply applicable laws, regulations, building standards, policies, contracts, and procedures affecting facilities management and construction activities. - Analyze sustainability, energy efficiency, water conservation, climate resilience, EV charging infrastructure, and other infrastructure improvement opportunities, and recommend appropriate strategies.
20%	Project, Procurement, and Contract Administration - Conduct project site visits and monitor construction and maintenance activities; document project status and deficiencies; coordinate punch-list items, corrective work, inspections, documentation, and project closeout. - Coordinate and support procurement activities for maintenance, construction, professional services, and equipment contracts, including development of scopes of work, solicitation documents, cost estimates, evaluation criteria, and related procurement documentation. - Review contractor invoices, change orders, cost proposals, schedules, and supporting documentation; monitor contract expenditures and forecast future funding needs, to ensure costs are reasonable, allowable, and consistent with contract requirements and provide recommendations regarding contract and budget issues. - Maintain comprehensive project and contract records, including scopes of work, schedules, budgets, plans, permits, inspection records, warranties, as-built documentation, operations and maintenance manuals, and closeout documentation. - Develop and implement administrative procedures and project tracking systems to improve project delivery, accountability, and operational efficiency.
20%	Executive Consultation and Program Support

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15%

- Coordinate with State agencies, contractors, Park entities, tenants, and other stakeholders regarding facility projects, maintenance activities, infrastructure improvements, and operational impacts.
- Prepare executive correspondence, reports, issue papers, briefing materials, and recommendations regarding maintenance, construction, facilities management, and infrastructure projects.
- Provide consultation and technical recommendations to executive management on facilities operations, maintenance priorities, construction initiatives, procurement strategies, and contract administration.
- Develop dashboards, status reports, performance metrics, and other management tools to communicate project status, expenditures, maintenance trends, risks, outstanding issues, and recommended actions to executive management.

Compliance and Performance Monitoring

- Develop and monitor preventive and corrective maintenance programs and work-order tracking systems; evaluate response times, completion rates, recurring deficiencies, contractor performance, and other key performance indicators.
- Conduct facility and grounds inspections and coordinate corrective actions with contractors, maintenance personnel, Park entities, and other responsible parties.
- Monitor budget development and expenditures and provide analytical information to support facilities maintenance and construction operations.
- Support facility-related emergency response and continuity activities, including utility interruptions, emergency repairs, fire/life-safety issues, and severe weather impacts, coordinating with emergency responders, public safety officials, and other relevant stakeholders as appropriate.

10%

Real Estate, Lease, and Property Coordination

- Analyze and coordinate facility-related matters involving leases, licenses, agreements, easements, rights-of-entry, property use, tenant improvements, and other real estate activities affecting Exposition Park.
- Monitor facility-related lease and agreement requirements and coordinate with stakeholders to address maintenance responsibilities, improvements, access, utilities, and other property-related obligations.
- Review proposed developments, construction activities, and infrastructure projects for potential operational impacts to Exposition Park facilities, grounds, and long-term planning.

Percentage of Duties

Marginal Functions

5%

The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Frequently - activity occurs 33% to 66%

Sitting: Frequently - activity occurs 33% to 66%

Walking: Frequently - activity occurs 33% to 66%

Temperature: Temperature Controlled Office Environment

Lighting: Artificial Lighting

Pushing/Pulling: Occasionally - activity occurs < 33%

Lifting: Occasionally - activity occurs < 33%

Bending/Stooping: Occasionally - activity occurs < 33%

Other: May work indoor/outdoor depending on task or event.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☒ Other:

Telework Status:

- ☒ Office-Based - 0% telework
☐ Office-Centered 20% telework (1 Day)
☐ Remote-Centered 40 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

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

Supervisor's Name: Chief Facilities Management Officer

Supervisor's Signature:

Date:

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7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
	JL	9/18/2026

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

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.