



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Analyst I	549-717-5157-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Analyst I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Pajaro Coast Sector	Sunset State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Park Maintenance Chief 1
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Park Maintenance Chief I, the Analyst I position functions as the administrative liaison for the Pajaro Coast Sector, Facilities Maintenance Program and will perform a variety of technical office work for the duties outlined in this statement. The Analyst I will coordinate all activities with the District Administrative staff to ensure that procedures are consistent Districtwide. The reporting location for this position is Sunset State Beach within the Pajaro Coast Sector.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	ADMINISTRATION Independently performs administrative functions consisting of the following: process, analyze and reconcile all P-Card purchases within the Fi\$cal Database, prepares and processes all e-ROC's, DPR 156's and bank deposits for the Pajaro Sector. Maintains a myriad of databases relating to conference room / office schedules, equipment / property and vehicle loan logs, and seasonal employee address database. Types of various items as submitted (handwritten, machine dictated, or from verbal instructions). Answers telephones, greets the public and refers visitors and telephone inquiries to the appropriate personnel as necessary, knows park rules and regulations and is able to relate them clearly and accurately to the public. Maintain and distribute Pajaro Sector pass sales program in person and through the mail. Enters all work orders into the Maximo program for the Sector and ensures accuracy for all. Orders and issues accounting documents as well as properly disposing of them as necessary. Enters all VUR's for the Sector into Maximo.	
25%	PUBLIC INFORMATION Answers and direct calls and provide accurate information. Informed on local and statewide recreational facilities and Departmental Park rules and regulations and disseminates said information to the public and employees as necessary. Expect to answer questions from the public (via phone or personal contact at the office) regarding reservation system; sells park passes and brochures in person and over the phone. Assist the public with any issues or questions that may pertain to the park rules and regulations.	
20%	GENERAL OFFICE SERVICES Independently initiates and performs technical clerical functions; operates computers, duplicating machines, fax machines and is knowledgeable of modern office methods, supplies and	

	equipment. Maintains a working knowledge of public information functions and recommends new procedures to upgrade effectiveness of the Sector's Office Services. Schedules and coordinates Sector meetings. Attends and participates in administrative staff meetings as schedules or as requested. Plans and presents safety presentations for administrative meetings as requested. Responsible for Sector Complex office equipment including purchasing of and service calls as needed. Ensure adequate office supplies for equipment is always present. Keeps all work areas neat and clear of safety hazards.	
10%	GENERAL FILE MANAGEMENT Maintain working knowledge of Departmental Filing System. Plans, coordinates, and modifies as appropriate the Pajaro Coast central filing system including coding, filing, typing and proofreading various lists and charts. Adhere to retention schedules for purging and archiving the General and Unit files. Provide information on the filing system as requested by Sacramento Headquarters.	
10%	MAIL AND SHIPPING SERVICES Open all incoming mail to the Sector Office unless marked confidential; properly disseminate mail to ensure any deadlines are met and mail is routed to proper employees. Process all outgoing mail, utilizing the PCard to purchase stamps. Process certified mail and utilize overnight services for rush projects.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Incumbent works in an office environment and will sit and work on a computer for extensive periods the time. This position also requires standing, walking, bending and stooping along with minor lifting.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN 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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE