

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Building F
PROGRAM/UNIT: Finance & Logistics Administration / Administrative Services / Internal Financial Operations / Purchasing / Service Orders	POSITION NUMBER: 163-830-5393-XXX (11817)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
This position is under direction of the Supervisor I of the Purchasing Division's Service Order Unit.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel may be required Statewide to provide training throughout the Department.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Incumbents are expected to have daily contact with various vendor groups, control agencies, and/or contactors/consultants. Additionally, during the course of normal duties, incumbent will be required to assist California Governor's Office of Emergency Services (Cal OES) staff of all classifications in a help-desk capacity. It is important that the analyst conduct themselves in a professional and discreet manner, as confidentiality and a high level of customer service is critical.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
P-Card reconciliations must be approved timely to avoid Agency loss of the P-Card program.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the

CONTINUED: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night).
Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under direction of the Supervisor I, the Analyst II is responsible for the administration of the Headquarters (HQ) P-Card Program and provides backup support to the Financial Information System for California (FI\$Cal) Support and Service Orders functionality of the Service Orders Unit. The incumbent also performs a variety of analytical duties, which may include evaluation and interpretation of statistical data, research, reports, and developing verbal and written presentations.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	The HQ P-Card Program Administrator (PA) provides training and implements the P-Card Program in coordination with the Public Safety Communications (PSC) P-Card Program Administrator. The PA serves as the FI\$Cal P-Card maintainer and approver and monitors to ensure HQ cardholders follow Cal OES proscribed P-Card procedures and provides consultation as needed. Works with Accounting, cardholders, other HQ programs, and management to resolve any cross-functional issues. Generates and evaluates FI\$Cal P-Card transaction reports and completes and analyzes the weekly outstanding voucher report. Serves as administrator for US BANK to oversee HQ managing accounts and ensure accounts are paid timely. Uses analytical skills to determine the best course of action to resolve discrepancies and solve problems. Processes requests for new and replacement cards; establishes authorized limits on cards; recovers cards no longer needed or rescinded. Implements adjustments to cardholder profiles, and proxies. Monitors and makes recommendations for MCR code adjustments; makes recommendations to management and client divisions on P-Card best practices. Utilizes FI\$Cal database application to ensure all P-Card statements have been processed and paid.
30%	The PA participates in FI\$Cal workshops, meetings, training, and workgroups to gain and maintain current knowledge of FI\$Cal functionality. Conducts systems reviews and implements activities to streamline and update current processes and systems. Reviews control agency requirements for impact on the Cal OES P-Card policies and procedures. Participates in meetings to provide input for process improvements. Participates in special projects as assigned. The PA is responsible for articulating and maintaining clear and accessible written procedural instructions for the P-Card Program.
15%	Assists Cal OES staff via email, phone, and Microsoft Teams with all manner of FI\$Cal errors and workflows. Interprets staff issues with FI\$Cal as explained verbally if screen-sharing or screenshots are not available. Ensures current knowledge of FI\$Cal and any changes, staff

	attends FI\$Cal workshops, trainings, webinars, meetings, etc. as necessary. Monitors the Cal OES FI\$Cal Role Mapping email inbox for any requests. Depending on the request, the staff creates or disables user profiles; adds, removes, or modifies roles; identifies staff by role and program area; or any other actions needed within the FI\$Cal Identity Self-Service portal.
15%	Processes FI\$Cal requisitions for Non- Information Technology (IT) and IT services, support services, and amendment documents. Reviews all data on the requisition to ensure information is complete and accurate. Consults with requesting program if necessary to clarify requests and develop and review Statements of Work. Performs analyses to determine appropriate source and method of solicitation. Prepares and develops solicitations and bid evaluations, comparing supplier-proposed products or services with technical specifications of the requesting program. Accomplishes purchasing tasks in accordance with applicable statutes, Cal OES's purchasing delegation, the State Administrative Manual (SAM), and the State Contracting Manuals. Transfers data from the FI\$Cal requisition module into a linked document in the FI\$Cal purchase order module. Writes clear and concise comments that describe purchasing decisions or clarifications as necessary.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title