STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31292	RESD/Construction Inspection and Management Branch	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Headquarters	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst I	719-601-5157-700	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday-Friday 07:00am - 03:30pm	Permanent	
WORKING TITLE	TIMEBASE	
Analyst I	FT	
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 Assistant Chief, Construction Inspection and Management Branch (CIMB), the Analyst I position will perform analytical and consultative duties, including analytical assignments, and is expected to exercise initiative and originality in performing assigned analytical and administrative duties for the professional staff in accordance with the DGS established office guidelines utilizing FI$Cal, ServiceNow, SharePoint, MS Office Suite applications, and other related software or tools.

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
30%	Researches, analyzes, and prepares the contract requests for commodities and services for RESD/ CIMB by consulting with program staff to determine their needs; identifying and determining the appropriate type of contract; preparing justifications, memorandums, required documents; initiating and processing supporting documentation; and developing, amending and renewing contracts and scopes of work, in order to submit complete contract requisition package documents to the Office of Business and Acquisition Services, to ensure all contracts are executed accurately and timely in accordance with state purchasing policies, procedures, and guidelines.
20%	Maintains training rules and regulations in coordination with the Training Coordinators by monitoring and reconciling data on expenditures, conducting compliance audits, reviewing records and reports of CIMB's travel operations, analyzing organizational policies and procedures for

PERCENTAGE	DESCRIPTION
	efficiency and effectiveness, and making recommendations to CIMB's management of new processes or procedures to ensure stated goals are met.
20%	Oversees and organizes performance and travel metrics data for RESD/CIMB by researching, gathering, and analyzing qualitative, quantitative, and technical data and collaborating with internal and external stakeholders, using various data sources and systems, measurable tools, and techniques, including metrics data, volumes, current and historical data trends, program statistics, and gap analysis, in order to make recommendations on new operational efficiencies to ensure statistical and data quality are optimized and all work processes are efficient and effective division-wide.
15%	Serves as a Content Author and Internet and Intranet Web Master for CIMB's website and Sharepoint in coordination with Enterprise Technology Solutions and the Office of Public Affairs by adding, updating and creating web page content, researching and recommending innovative interactive content, troubleshooting issues with webpages, and ensuring Americans with Disabilities Act (ADA) accessibility, to ensure user-friendly and ADA compliant, publicly-available webpages and documents for internal and external customers, in order to identify improvements to DGS' website strategy, and provide up-to-date and accurate website content, using various software and resources.
10%	Participates in special projects and assignments related to CIMB of average difficulty by conducting research and analysis, gathering data, completing assigned tasks, reporting on statuses, and drafting summaries in order to provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Examine Public Records Act (PRA) requests to identify the types of documents required in order to retrieve and transmit documents to the division PRA coordinator. Maintains branch asset catalog to ensure all items are accounted for and up to date.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

• Ability to select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.
• Use of hand cart and hand truck to transport documents and/or equipment; i.e. laptop computer, files, reference manuals, solicitation documents, etc.

DESIRABLE QUALIFICATIONS

☐ 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