

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-776
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Asset Management Coordinator	Work Location: 837 N. Market Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Operational Support Services / Statewide Infrastructure Support Services Section / Fleet & Asset Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as CDPH's Asset Management Coordinator (AMC) and performing complex analytical and administrative work supporting statewide asset management operations. The AMC independently evaluates asset data, provides technical guidance to programs, ensures compliance with State Administrative Manual (SAM), Public Health Administrative Manual (PHAM), and departmental asset management policies, and exercises sound judgment with minimal supervision. Major responsibilities include property management and reporting, statewide inventory coordination,

WASP AssetCloud tracking system administration, compliance monitoring, policy development, and collaboration with internal and external partners to ensure CDPH assets are accurately tracked, safeguarded, and managed in accordance with state laws, rules, and regulations.

The incumbent works under the direction of the Supervisor I of the Fleet & Asset Management Unit (FAMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Asset Management Coordination and Departmentwide Support: Serves as the Department's AMC, providing direction and support to all CDPH programs to ensure compliance with departmental policies and administrative requirements; coordinates key asset management activities, including property receipt, tagging, condition assessments, and recommendations for disposition or repair through the Department of General Services (DGS) or appropriate vendors; reviews purchase orders in CAPS to identify items requiring asset tags and prepares reports documenting asset acquisition, maintenance, control, transfer, and disposition; processes program property forms submitted by Center/Division/Office (C/D/O) contacts for equipment purchased with public funds and prepares and submits Property Survey Report (STD 152) and Property Transfer Report (STD 158) forms to the DGS Property Reuse Program; maintains ongoing coordination with DGS regarding property acquisition, transfers, and discrepancy resolution; processes asset tag requests and provides guidance to C/D/O asset managers on proper tagging procedures; coordinates with the Facilities Management Services and the Statewide Facilities Unit on program relocations, attends kick-off and pre-construction meetings to support asset management needs; monitors and facilitates equipment transfers and updates inventory records using the WASP AssetCloud system, including decommissioning assets associated with programs or facility closures.
- 20% Policy Development, Data Analysis, and Statewide Inventory Oversight: Gathers, interprets, analyzes, and evaluates asset management data to recommend, develop, and implement asset management policies, procedures, and mechanisms for FAMU administrative functions; ensures all C/D/Os maintain accurate accounting records and strong internal controls to prevent and detect unauthorized use of State property; coordinates with each C/D/O to maintain an updated log of CDPH asset managers and provides communication and outreach as needed; collaborates with C/D/Os to conduct a statewide physical equipment inventory every three years, leveraging the WASP AssetCloud system to reconcile and validate asset records; develops and issues asset management administrative memorandums and bulletins; conducts customer service meetings quarterly and training sessions on asset management best practices.

- 20% Reporting, Audits, Technology Solutions, and Program Support: Independently prepares ad hoc and scheduled monthly, quarterly, and annual reports on the status and tracking of inventoried items; responds to asset-related audits, drills and inquiries, convenes and leads workgroups and facilitates various stakeholder meetings to ensure accurate and timely responses; participates in and represents Program Support Division (PSD) in workgroups related to asset management policies, controls, and technology systems; works with CDPH Information Technology Services Division (ITSD) to support acquisition, implementation, and management of asset management technology solutions, including the WASP AssetCloud system; maintains current knowledge of asset management best practices and systems to inform and guide departmental initiatives; collaborates with PSD managers to maintain updated lists of PSD equipment and ITSD-issued equipment.
- 15% Contract-Related Asset Oversight and Financial Reconciliation: Consults and coordinates with the Contracts Management Services Section (CMSS) and the Purchasing & Solicitations Section (PSS) on the proper handling of purchased properties and assets before and after contract expiration; advises CMSS to ensure property and equipment acquired through contracts are inventoried, accurately accounted for, and properly reflected in the Financial Information System for California (FI\$Cal); ensures contract managers track contractor-provided equipment throughout the lifecycle, from receipt through final disposal; reconciles property inventory with accounting records in accordance with the State Administrative Manual (SAM) and the Public Health Administrative Manual (PHAM); conducts analysis of short- and long-term resource planning; evaluates operational impacts on the Asset Management Program.

Marginal Functions (including percentage of time)

- 5% Performs work-related duties as needed, including participation in special projects, and organizational initiatives that affect fleet or warehouse operations. Provides backup support to the PSD Vehicle Services Desk.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 10/8/26