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

EMPLOYEE:	CLASSIFICATION: Analyst I	HEADQUARTERS: Southern Regional Operations Center – Costa Mesa
PROGRAM/UNIT: Office of Policy & Administration/ Finance & Logistics Administration/ Logistics/ Logistical Support – Internal Branch/ Facilities/ Southern Regional Office Facility Operations and Project Delivery	POSITION NUMBER: 163-896-5157-006 (12053)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	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:
   The Analyst I, Southern Regional Office Facility Operations and Project Delivery, is under the supervision of the Supervisor I.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   - Physical tasks involve driving, standing, lifting and bending.
   - Must work well with others, work under changing priorities, and irregular hours, use tact, patience, and analytical skills in coordinating with inter and intra agency employees.
   - Must be able to lift 15-pound boxes.
   - The incumbent will work in an office setting with artificial lighting and temperature control.
   - Travel may be required of this position.
   - Daily use of PC and related software applications at a workstation.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH, WHILE PERFORMING DUTIES):
   The Analyst I will have direct contact with all levels of California Office of Emergency Services (Cal OES) management and staff, all levels of Federal Emergency Management Agency (FEMA) staff, Governor's Office staff, other State of California departmental staff, contractors, vendors, and the public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to perform the duties of this position may result in a negative impact to Cal OES management and staff, all levels of FEMA staff, Governor's Office staff, and other State of California departmental staff, contractors, vendors, and the public. An error or omission in decision making may result in unsafe facility conditions; fiscal implications; and Cal OES not being compliant with laws, regulations, and/or codes, resulting in impacts up to and including the safety and wellbeing of Cal OES employees and the general public.

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:

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 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.

<u>On Call/Standby/Duty Officer (if applicable)</u>
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 the supervision of the Supervisor I, Southern Regional Office Facility Operations and Project Delivery, the Analyst I is responsible for monitoring and coordinating Cal OES support services databases, Cal OES Headquarters Conference Room Reservation assistance and/or set up requests and facilities-related functions. The incumbent is a liaison with the Department of General Services (DGS) and various vendors and contractors regarding building repairs and maintenance, special repairs, and alteration requests.

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%	Facility Request Coordinator In compliance with State and Departmental policy and procedure the Analyst I: • Monitors Cal OES Support Services database and responds to facility requests as appropriate. • Monitors the Cal OES Headquarters Conference Room Reservation web page and responds to requests for special assistance and/or set-up requests. • Prepares and distributes Department-wide notifications related to facility projects. • Contacts pest control companies for insect and rodent problems. • Assists in monitoring janitorial staff and assuring that the building is kept clean and debris is disposed of properly. • Coordinates special cleaning schedules (e.g., stripping and waxing floors, etc.). • Assists in monitoring landscapers, parking lot contractors, general maintenance personnel, special project contacts, or other vendors that require special access to correct problems.
30%	Facility Planning and Coordination In accordance with State Administration Manual (SAM), Occupational Safety and Health Administration (OSHA), State Contracts Manual (SCM), Essential Services Act (ESA), building codes or other pertinent rules and regulations the Analyst I: • Conducts analysis of space needs by working closely with engineers, architects, space planners, contractors and Cal OES management to ensure that all program needs and requirements are addressed. • Develops specifications and plans for space needs. • Researches available space, conducts site evaluations and prepares justifications for recommended site(s). • Prepares technical scope of work for repairs, improvements, alterations and facility improvement projects. • Represents Cal OES with DGS/lessors/owners of facilities. • Coordinates the completion of special repairs, alterations and maintenance requests. • Conducts construction meetings to ensure compliance with project scope, timelines and work schedules, and monitors projects through to completion. • Recommends and implements corrective measures to comply with ESA, health and safety codes, fire codes, the Americans with Disabilities Act and OSHA requirements. • Works with lessor and/or building maintenance staff to resolve building complaints and safety hazard problems. • Coordinates with various control agencies including, but not limited to DGS, State Fire Marshal (SFM) and Department of Finance to ensure projects are compliant with state, local and county codes, laws and procedures.
20%	Contract Management In accordance with SAM, SCM, building codes and/or other pertinent rules and regulations the Analyst I: • Analyzes and evaluates the need for public works and maintenance contracts. This includes evaluating and analyzing proposed projects to determine the most appropriate, legally compliant, and cost-effective solution. • Drafts the statement of work and works closely with the Cal OES contract analyst to ensure that the bid package clearly identifies the scope of work. • Conducts on-site pre-bid meetings and bid walks to discuss project scope and requirements with contractors. • In coordination with the contract analyst, evaluates and analyzes bid submittals to ensure compliance with the Public Contracts Code.

	• Reviews contracts for compliance with established laws, policies and procedures. • Reviews facility-related vendor invoices, including verification of cost and job completeness. • Inspects work, oversees punch list process, manages disputes, and recommends acceptance of contracted building work. • Continuously monitors on-going maintenance/preventative maintenance contracts to ensure compliance by the contractor.
10%	In compliance with State and Departmental policies and procedures: • Provides backup/assistance as needed in the execution of duties performed by HQ Facilities. • Attends outsourced training classes and on-the-job training as necessary, for job understanding, improvement and requirements. • Communicates program goals and objectives to the Supervisor I on a regular basis. • Prepares accurate status reports for submission to the Supervisor I. • Participates in meetings to share information regarding facility issues utilizing communication skills, written statistics, reports etc.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform 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.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☒	☐	☐

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

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