Classification Title: Analyst II	**Branch/Division/Bureau:** Administration and Licensing Services Branch/Financial and Business Management Division/Business Management Bureau
Working Title: Fleet Analyst	**Office/Unit/Section/Geographic Location:** Facilities and Business Management Section/ Business Services Sacramento/ Sacramento
Position Number (13 Digit): 413-193-5393-XXX	**Conflict of Interest Position:** **X NO ☐ YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:
Under the direction of the Business Services Sacramento Manager (Supervisor I), the Analyst II serves as the California Department of Insurance (CDI) Fleet Analyst within the Financial and Business Management Division (FBMD) – Business Management Bureau (BMB) – Facilities and Business Management Section – Business Services Sacramento Unit. The incumbent independently performs a wide range of complex analytical, operational, and administrative functions for the Fleet Management program, utilizing a variety of software applications, fleet publications, management memos, government codes, and the State Administrative Manual (SAM).

Some travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel will/may include overnight stay.

ESSENTIAL FUNCTIONS

40% Serves as CDI's fleet management analyst and subject matter expert responsible for administering department-wide vehicle management policies and procedures related to State vehicle operations, researches and identifies departmental needs, and determines eligibility for the procurement, and replacement, of CDI vehicles.

Advises management on fleet related matters, provides recommendations or alternatives to improve Fleet Management operations. Researches industry standards in relation to departmental fleet needs and goals. Coordinates with CDI branches to develop justification requests for additional or replacement vehicles. Prepares all required forms to complete the Annual Utilization Analysis (UA), the Annual Fleet Acquisition Plan (FAP), and any other DGS OFAM required reports or records for fleet assets.

30% Utilizes the FAMS online portal in tandem with Geotab Telematics to monitor and track all CDI fleet vehicle mileage and usage. Ensures monthly mileage is reported accurately to FAMS from Telematics devices, works with the DGS Data Integrity Team (DIT) to resolve mileage reporting discrepancies. manages the CDI Fleet

Management Program SharePoint site, including required reports, maintenance records, and forms. Utilizes RFTrack as the CDI fleet asset database for maintaining accurate, current information within the electronic application. Coordinates with CDI Asset Management staff to provide accurate data for updating the FI$Cal Asset Module for all fleet-related transactions. Updates the CDI fleet database with current vehicle assignments, mileage, vehicle details, financial information, and disposition.

15% Updates and maintains accurate and current information for all CDI WEX fleet fuel cards. Performs audits to ensure fuel cards are correctly assigned to vehicles, validates that expenditures are properly captured, and generates detailed reports. Verifies expenditures for accuracy, requests justification from drivers for irregular purchases, run reports, and provides findings to management for review.

10% Serves as pool vehicle custodian, schedules and transports vehicles for service, coordinating with the DGS/OFAM, the State Vehicle Inspector, and DGS-authorized commercial vendors for repair. Ensures follow-through on all reported vehicle issues and repairs. Maintains vehicle keys and titles, ensuring they are stored in a secure, locked location. Assures vehicle servicing is completed according to established maintenance schedules or as needed. Coordinates the installation of equipment, and other after-market vehicle components with CDI Branches.

MARGINAL FUNCTIONS

5% Assists business service staff in day-to-day activities such as responding to miscellaneous questions and problems.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Overtime may be required, if requested and authorized by supervisor.
- The incumbent must be able to work in high-rise building.
- Ability to work in a shared, internal office space.
- The incumbent may telework in accordance with the California Department of Insurance's Telework Policy. Teleworking employees may be required to report to their headquarter office location on designated telework days. Travel expenses are not reimbursed; however, other authorized transit subsidies do exist for those who qualify.
- Must be able to lift up to 50 pounds, with or without reasonable accommodation.
- Must be able to walk/stand for up to 8 hours a day.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

_____

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_____
Supervisor Signature Date

_____
Printed Name