

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE: TBD E-FB 26-030
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DFW DIVISION/BRANCH/REGION/OFFICE Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-5393-804
UNIT NAME AND LOCATION Admin Support Unit – West Sacramento	CLASS TITLE Analyst II
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-5393-804

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervisor I, the incumbent is to independently perform complex administrative duties related to contract/grant coordination, budget management, procurement, outreach, facilities, asset management, and other administrative tasks in support of invasive mussel efforts in the Invasive Species Program and Fisheries Branch.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Contracts/Grants Prepare new and/or amendment payable grant packages and payable contracts in coordination with program staff. Create procurement contracts and purchase orders related to payable grants and contracts in FI\$Cal. Process grant and contract invoices and maintain pay logs with balances. At the conclusion of payable grants and contracts, analyze funding and disencumber remaining balances. Extensive in-person and virtual communication with Business Management Branch (BMB), Payable Grants Unit, Watershed Restoration Grants Branch, Office of Communications, Education and Outreach (OCEO), and ISP/FB grant/contract managers and other department functions. Assist OCEO and ISP staff to implement and promote invasive mussel outreach campaign contracts. Notify staff of new grant and contract policies, changes in operational practice, and in contracting regulations. Work closely with grant/contract managers on their budget details and provide technical guidance on complex state-matching issues and expenditure reports. Advise staff on budget detail reports for grants and contract allotments. Assist staff with tracking invoices, expenditures, and the preparation of reports.
25%	Procurement Maintain knowledge of purchasing policies and procedures and provide procurement support.. Provide expert consultation to staff, which includes initiating and/or reviewing staff procurement requests, analyzing purchasing needs, determining appropriate vendor source and fund availability, and preparing necessary paperwork and justifications. Submit all invoices to CDFW accounting in a timely manner. Advise staff on purchasing policies and procedures and provide technical assistance. Prepare, review, and analyze year-end closing documents including working with programs to determine accounts payable and receivable. Prepare year-end accruals. Participate in the California Procurement & Contracting Academy (CAL-PCA) ongoing series of mandatory training provided by DGS for certification compliance. As procurement analyst, maintain knowledge of State and CDFW purchasing policies and procedures utilizing procedures detailed in the State Administrative Manual (SAM), State Contracts Manuals (SCM), and CDFW BMB policies.

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20%	Facilities Coordinate facility operations; serve as the point of contact for space and maintenance needs in coordination with other building management staff, contractors, tenants, and BMB; evaluate and resolve facility and building maintenance issues; facilitate lease agreement provisions between program and BMB; update and maintain a tracking facility tracking database; analyze facility space, proposed site locations, and applicable space requirements to develop management recommendations; research options and make appropriate recommendations space needs; coordinate reconfiguration and moving needs; pay utility invoices and track costs for sustainability and management reports; work in coordination with CDFW Health and Safety Unit to revise, update, implement and drill facility emergency plans and provide sound recommendations and solutions for all necessary improvements; and obtain and maintain locks and keys, and assign/facilitate security access at all facilities. Occasionally drive state-owned vehicles to field offices, laboratories, and CDFW region offices to assist with coordinating facility operations.
15%	Asset Management Provide oversight and management of fleet and capital assets, including compliance with current State and CDFW asset policies. Monitor CDFW asset portal to maintain accurate records of assets, including property, vehicles, and equipment tracking from acquisition to disposition. Conduct physical inventory of facilities as required by DGS and BMB Asset Management.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Branch Support Perform other administrative duties as required, which include attending in-person meetings, distribution of mail and packages, providing administrative assistance to ISP and FB staff as needed, tracking of time worked, and attending career development and training programs. WORKING CONDITIONS: • This position requires working in a large office building within a cubicle, operating a computer for several hours per day, and participating in in-person and online meetings. Involves sitting most of the time with some walking, standing, and lifting for brief periods. • The possession of a valid state driver's license is required. • Occasionally drive state-owned vehicles (up to 5%) to field offices, laboratories, and CDFW region offices to assist with coordinating facility operations. • Position is eligible for telework per current CDFW guidelines.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**PRINT SUPERVISOR'S NAME**

Paul Miles

SUPERVISOR'S SIGNATURE**DATE****EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.****I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.****PRINT EMPLOYEE'S NAME****EMPLOYEE'S SIGNATURE****DATE**