Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Asset Management Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-336-5393-946
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Procurement, Contracting & Administration/ Administration Section/Asset Management Group	Tina Harding
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Business Operations, Planning and Support Division (BOPSD)	Supervisor I
BRANCH:	REVISION DATE:
Administration	10/1/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Position includes occasional travel.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the direction of the Supervisor I, the Analyst II oversees the Department's capitalized and sensitive non-information (IT) assets, including fleet vehicles. The incumbent serves as the lead analyst and provides guidance and training to staff regarding asset management and vehicle policies and procedures. The incumbent maintains accurate asset records and develops strong internal controls to protect state property and unauthorized use. The incumbent acts as Department liaison with the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM). The incumbent independently provides guidance and direction for the inventory, identification, tagging, maintenance, transfer and disposal of all state-owned sensitive and capitalized non-IT equipment. The incumbent is required to perform complex and varied technical research, analysis, and evaluation of asset data in the Asset Manager databases, the Financial Information System for California (FI$Cal), and the Geotab database. Additionally, the incumbent leads non-IT physical inventories.

This position is considered the full journey level classification.

Civil Service Classification
Analyst II

Position Number
280-336-5393-946

Percentage of Duties	Essential Functions
35%	Maintains the Employment Development Department's (EDD) vehicle fleet in EDD's HP Asset Manager database, FI$Cal and FAMS. Ensures up to date information is entered for the Department's vehicles including usage and fuel consumption data. Provides oversight of the appropriate use of State vehicles for business operations. Conducts vehicle utilization studies to ensure the Department meets the criteria for the usage and replacement of vehicles. Prepares Annual Fleet Acquisition Plan and purchase documents to ensure all required documents are submitted and all statewide and federal policies are adhered to. Prepares all new vehicles for deployment which includes receiving the vehicles, documenting vehicle information in Asset Manager, FI$Cal system and FAMS, assigning MA Tag numbers, obtaining licensing and registration for vehicles, assigning Fleet Cards, assembling Vehicle Accident Packets, and delivery to assigned EDD Branch. Prepares and coordinates all documents to survey vehicles for towing to the DGS Auction Yard.
35%	Acts as lead and authority in the VMU to ensure accurate and timely responses to customer inquiries and requests for service/repairs of EDD owned vehicles. Provides training, guidance and assistance in all areas of EDD's fleet policy and ensures conformance to State Administrative Manual procedures, policies, regulations, and reporting requirements.
25%	Serves as lead analyst within the AMG and provides guidance and training to staff regarding asset management. Plans and coordinates the non-IT physical inventories of capitalized and sensitive equipment. Makes changes and updates in the OnTrack and HP Asset Manager databases and Fi$Cal systems as needed. Adds newly procured non-IT assets into HP Asset Manager database, and assigns and provides asset tags by mail, to the office location. Creates equipment transfers utilizing the Enterprise Asset Management Transfer process. Reconciles the more complex non-IT physical inventories. Provides information for inventory reports as well as other asset reports. Works with other Branches in the Department and provides exceptional customer service. Independently researches, monitors, and interprets data related to purchasing documents, reconciling inventory, asset records, transfers, and equipment surveys to comply with the Department and/or state mandates. Accesses various asset management databases and reports to identify and resolve issues that may affect the progress of completing inventory reconciliation, equipment transfers, tagging, or recording survey information. Performs complex and varied technical research, analysis, and evaluation of asset data in the various asset management databases.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Type of Environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Civil Service Classification	Position Number
Analyst II	280-336-5393-946

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☒ Required to assist customers on the phone ☐ Required to assist customers in person

☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name: Tina Harding

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☐ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	FNB	10/28/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file