
Position Details**Classification:**

Analyst III

Office:

Administration

Working Title:

Facilities Project Analyst

Location:

Sacramento

Position Number:

311-220-5402-901

HR Approval Date/Initials:

JT 10/6/26

CBID/Bargaining

Unit: R01

Work Week

Group: 2

Tenure:

Limited-Term

Time Base:

Full-Time

Job Description Summary

Under general direction of the High-Speed Rail Authority's (Authority) Facilities Project Manager, a Supervisor II, the Analyst III (Facilities Project Analyst) performs advanced journey-level analytical and consultative work requiring a high-degree of professional judgment to support complex facility operations with department-wide impact. The incumbent conducts detailed research, develops planning documents, analyzes regulatory and operational requirements, prepares recommendations for management, and coordinates activities with Authority staff, vendors, and external partners. Responsibilities include supporting facility construction and space-planning efforts, administering the Authority's facility sustainability reporting and annual sustainability roadmap, managing the Appspace desk reservation system, overseeing facility-related contract documentation, and maintaining key components of the Authority's telework program.

Duties

Percentage

Essential (E)/Marginal (M)

35% (E) Operational Facilities Support

The incumbent provides advanced analytical and operational support for facility construction projects, tenant improvements, relocations, and space-planning activities. The incumbent assists in developing comprehensive planning documents, evaluating project requirements, conducting facility research, and preparing detailed schedules and updates that reflect evolving project needs. Responsibilities include coordinating staff moves, developing communications for impacted programs, monitoring construction activities to track progress against planned milestones, and identifying potential issues requiring adjustment or escalation. The incumbent also coordinates with furniture installers, movers, contractors, vendors, control agencies, and internal staff to

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sequence work efficiently, reduce operational disruptions, and ensure the timely completion of all project components.

25% (E) **Contract Management**

The incumbent serves as contract manager for sensitive and complex facility-related contracts, exercising advanced analytical judgment to oversee solicitation development, vendor performance review, compliance verification, and long-term planning for renewals and amendments. Responsibilities include coordinating multidisciplinary teams, resolving contractual issues, reviewing complex invoices and deliverables, ensuring adherence to State Contracting Manual (SCM), State Administrative Manual (SAM), and preparing recommendations to management regarding contract strategies and operational risks.

20% (E) **Compliance Reporting**

The incumbent independently develops, maintains, and leads the Authority's facility sustainability reporting framework, as required by the Department of General Services (DGS), by creating an annual sustainability roadmap that establishes goals, objectives, timelines, and measurable metrics aligned with the DGS Office of Sustainability. This includes conducting comprehensive evaluations of statewide facility performance against established DGS benchmarks, performing complex analytics on energy consumption, water usage, waste diversion, recycling, ergonomic initiatives, and other facility-level sustainability data, developing and maintaining benchmarking methodologies, and preparing detailed annual assessments. The incumbent also identifies operational inefficiencies, recommends strategic improvements, and ensures that all required DGS sustainability submissions are accurate, compliant, and completed on schedule. In addition to these ongoing responsibilities, the incumbent will serve as the primary preparer for any additional mandated facility sustainability reporting, including the State Agency Buy Recycled Campaign (SABRC) report and any future reporting requirements established by DGS or other statewide regulatory bodies. This work demands a high degree of professional judgment, independent analytical skill, and consultative expertise, requiring the incumbent to translate data findings into actionable guidance for management and coordinate closely with lessors, contractors, and internal programs to support statewide sustainability compliance.

10% (E) **Workstation Reservation System Support**

The incumbent independently manages and administers the Authority's Appspace Workstation Reservation platform by analyzing usage trends, evaluating space allocation efficiency, and recommending system-wide improvements to optimize hybrid workplace operations. Responsibilities

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include developing policies for workspace restrictions, designing complex workgroup configurations, implementing new platform functionality, advising management on system capabilities, and ensuring data integrity across statewide locations. The incumbent provides consultative guidance on space planning strategies and may lead other analysts on technical or operational tasks.

5% (E) Telework Program Support

As the telework program subject matter expert, the incumbent oversees the collection and maintenance of telework agreement forms for the Authority. Responsibilities include managing the Telework Program Support inbox, collaborating with Authority programs and the Department of General Services (DGS), and ensuring accurate data collection and analysis. The incumbent also maintains and updates the Authority's telework policy to ensure it remains current, compliant, and well-communicated across the organization.

5% (E) Other Analytical Duties

The incumbent performs other job-related duties as assigned, including providing support to the Business Services Unit through emergency mapping, data analytics, and research or project development activities. The incumbent also serves as back-up to Administrative Resources functions when needed and assists with special projects or complex research assignments that require independent judgment and advanced analytical skill.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment.

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Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager – Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; methods and techniques of effective communication and leadership; principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader, and appear before legislative or other committees; analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts.

Desirable Qualifications

- Demonstrated experience preparing formal written materials such as reports, staff communications, operational guidance, or project documentation.
- Experience performing data collection, organization, or analysis using spreadsheets, databases, or other analytical tools.
- Experience coordinating work or information between multiple teams, units, or external partners as part of a regular job function.
- Experience developing communications for staff, management, vendors, or other stakeholders as part of operational or project activities.
- Facility operations experience.
- Knowledge of sustainability reporting practices.
- Knowledge of contract management processes and documentation standards.

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- Ability to write and edit with strong attention to detail, using proper grammar, spelling, and punctuation.
- Ability to manage multiple assignments, prioritize deadlines, and adapt to changing workloads.
- Strong analytical skills and ability to interpret and present data clearly.
- Proficiency with computer applications and the ability to learn specialized administrative and facility systems.
- Strong customer service skills and the ability to maintain effective working relationships with staff, vendors, and external partners.

Supervision Exercised Over Others

This position does not supervise but may act as a lead on projects.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, and staff at other state agencies. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The incumbent receives general direction regarding the scope and objectives of assignments, but the selection of methodologies, procedures, and techniques is left to the incumbent's professional discretion. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state requirements, resulting in operational delays or other adverse impacts on the organization. The incumbent must exercise sound judgment and make effective, timely decisions to ensure the integrity and compliance of facility operations and related administrative functions.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

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Working Conditions and Requirements

- a. Schedule: A set schedule of Monday-Friday, 8:00am – 5:00pm is required for this position.
- b. Telework: Part-time telework may be available for this position for California residents based on the requirements of the position.
- c. Travel: Occasional travel to Authority locations for facility projects, contract management, meetings, and other responsibilities may be required.
- d. Other: Incumbent may be required to occasionally lift and carry miscellaneous supplies weighing up to 10 pounds when acting as a back up to other employees within the Business Services Unit.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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