California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐ CURRENT
☒ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	

BRANCH
Operations and Administration

DIVISION	OFFICE
School Facilities and Transportation Services	Building Operations and Services

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	0626	174-140-5393-826	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Supervisor I, the incumbent independently performs the following functions: prepares and monitors contracts and service agreements; prepares and monitors the Department's Building Guidelines; and serves as the Department's Health Coordinator.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Supervisor I

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties, but may act as lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires prolonged sitting and computer use, including repetitive hand and finger movements. Must be able to lift up to 50 pounds. Work is performed in a climate-controlled office environment under artificial lighting in a high-rise building.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Responsible for preparing and monitoring contracts and service agreements for Facilities Management. Approves and processes invoices for payment in accordance with contract guidelines. Assists in the development of bid package specifications.

Relative % of Time Required: 20 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Department Records Management Coordinator - Develops and writes training materials and delivers presentations on records management. Reviews office layouts and consults with management on the development of effective filing systems. Formulates plans and develops retention periods to implement an effective records management program.

Conducts follow-up evaluations and recommends modifications, as needed. Reviews and approves feasibility studies related to micrographic and optical disk applications. Conducts analytical studies, including defining project scope, performing fact-finding activities, researching available data, and making recommendations for improvement.

Reviews and approves records retention schedules, transfer lists, and requests for the destruction and/or extension of records. Evaluates program policies and procedures to ensure staff adhere to established guidelines for purchasing filing and/or shredding equipment. Coordinates with the Department and the State Records Center to transfer records to and from the Center. Provides consultative services and facilitates meetings with staff at all organizational levels.

Relative % of Time Required: 15 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Analyzes and interprets departmental operating policies through the development of Building Guidelines. Updates and maintains Building Guidelines in accordance with the Department of General Services requirements and the State Administrative Manual.

Department Health Coordinator - Oversees the Department's exercise program. Reviews and updates forms, policies, and procedures for all related programs. Notifies staff of changes to exercise classes. Recruits new instructors for exercise classes that support employee health and wellness. Prepares announcements for the Department when changes occur to scheduled classes. Coordinates with the Department of Health Services in preparing monthly reports on the bicycle program.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Responsible for the Department's courtesy copiers located throughout Headquarters and off-site locations. Determines copier placement based on usage and operational needs. Manages the replacement schedule and coordinates the replacement of units that have exceeded their useful service life.

Department Recycling Coordinator - Represents the Department at recycling conferences and related events. Consults with managers and administrative staff regarding recycling policies and procedures. Coordinates with private recycling companies and Department staff to develop policies and procedures related to recycling services. Researches and collects recycling data and compiles and reports results to CalRecycle. Performs on-site inspections of recycling container areas to ensure compliance with established recycling procedures.

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Other duties as assigned.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

-Reliable attendance and punctuality.
-Ability to communicate effectively, both verbally and in writing.
-Ability to interact professionally with a wide range of individuals.
-Ability to prioritize workload and complete assignments in a timely manner while managing multiple deadlines.
-Ability to exercise initiative and independence.
-Ability to respectfully and effectively follow written and verbal direction.

PERSONAL CONTACTS

The incumbent has contact with CDE staff and management at all levels regarding inventory management activities and with representatives of the Department of General Services.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor

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TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direct supervision of the Supervisor I, the incumbent performs the following functions: prepares and monitors contracts and service agreements; assists in the preparation and monitoring of the Department's Building Guidelines; and serves as the Department's Health Coordinator.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Supervisor I

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires extended periods of sitting and repetitive use of the hands and fingers while operating a computer and other standard office equipment. The incumbent must be able to lift up to 50 pounds. Work is performed in a climate-controlled office environment under artificial lighting. The office is located in a high-rise building.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Assists in the preparation and monitoring of contracts and service agreements for Facilities Management. Reviews and processes invoices for payment in accordance with contract requirements. Assists in the development of bid package specifications.

Relative % of Time Required: 20 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Department Records Management Coordinator - Assists with developing and writing training materials and delivering presentations on records management. Reviews office layouts and consults with management regarding the development of effective filing systems. Assists with formulating plans and developing retention periods to implement effective records management programs. Conducts follow-up evaluations and assists in identifying needed modifications. Reviews feasibility studies related to micrographic and optical disk applications and assists in conducting analytical studies, including defining project scope, performing fact-finding activities, researching available data, and providing recommendations for improvement. Reviews records retention schedules, transfer lists, and requests for the destruction and/or extension of records. Assists in evaluating program policies and procedures to ensure staff adhere to established guidelines for purchasing filing and shredding equipment. Coordinates with the Department and the State Records Center to transfer records to and from the Center. Provides consultative services and assists in facilitating meetings with staff at all organizational levels.

Relative % of Time Required: 15 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Reviews and interprets departmental operating policies and assists with the development of Building Guidelines. Updates and maintains Building Guidelines in accordance with the requirements of the Department of General Services and the State Administrative Manual.

Department Health Coordinator - Assists with coordinating the Department's exercise program. Reviews and updates forms, policies, and procedures for all related programs. Notifies staff of changes to exercise classes. Assists with recruiting new instructors for exercise classes that support employee health and wellness. Prepares announcements for the Department when changes occur to scheduled classes. Coordinates with the Department of Health Services in preparing monthly reports related to the bicycle program.

Relative % of Time Required: 15	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Coordinates the Department's courtesy copiers located throughout Headquarters and off-site locations. Reviews copier usage and assists with determining copier placement based on usage trends and operational needs. Assists with maintaining the replacement schedule and coordinating the replacement of units that have exceeded their useful service life.

Department Recycling Coordinator - Represents the Department at recycling conferences and related events. Assists in consulting with managers and administrative staff regarding recycling policies and procedures. Coordinates with private recycling companies and Department staff to support recycling initiatives and assists with developing policies related to recycling services. Researches and collects recycling data and assists with compiling and reporting results to CalRecycle. Performs on-site inspections of recycling container areas to ensure compliance with established recycling procedures.

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Other duties as assigned.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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