CAL EXPO | California STATE FAIR

CALIFORNIA EXPOSITION & STATE FAIR

DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:		DATE:
	✍		____/____/_____
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:
Analyst I			

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
	Chief of Plant II

SUPERVISOR SIGNATURE:	DATE:
✍	____/____/_____

POSITION INFORMATION

MISSION:

The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.

CONCEPT OF POSITION:

Under supervision of the Chief of Plant II, the Analyst I provides business services support to Maintenance Operations and Event Services. The incumbent performs basic analytical and administration support functions, including processing purchasing and contracting documents, assisting with billing reconciliation, maintaining unit records and files, dispatching work orders, assisting with compliance reporting and reviewing timekeeping documents.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- ☐ DESIGNATED UNDER CONFLICT OF INTEREST CODE
- ☐ REQUIRED TO CARRY A BLACKBERRY/IPHONE
- ☒ CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):
- ☒ PARTICIPATION IN DMV PULL NOTICE PROGRAM
- ☐ REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS
- ☐ WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC
- ☒ PERIODIC OVERTIME
- ☐ MAY BE REQUIRED TO RESPOND AFTER WORK HOURS
- ☐ PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)
- ☐ MAY REQUIRE ANNUAL MEDICAL EVALUATION
- ☐ MAY REQUIRE DRUG TESTING
- ☐ BACKGROUND CHECK/FINGERPRINT CLEARANCE
- ☐ OPERATES HEAVY MOTORIZED VEHICLES
- ☐ WORKS AT ELEVATED HEIGHTS
- ☒ PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
  - ☒ SITTING ☐ STANDING ☐ KNEELING ☒ BENDING ☐ LIFTING
  - ☒ OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time

SUPERVISION EXERCISED (CHECK ONE):			
☒ NONE	☐ SUPERVISOR	☒ LEAD PERSON	☐ TEAM LEADER
FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:			
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:	
FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:			
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:	
1-4	5999	SFW - Clerical	

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

45%	Assist with purchasing and procurement activities for Event Services and Maintenance Operations in accordance with the State Contracting Manual (SAM) guidelines and Cal Expo policies. Prepare routine purchasing and contracting documents; obtain price quotes; coordinate with small and minority businesses; prepare and assist in final solicitation documents. Assist in receiving, logging and verifying ordered materials, equipment and supplies. Affix equipment property tags and maintain property tracking logs. Review and perform preliminary reconciliation of invoices against purchase orders and receipts; process invoices for approval and payments. Perform routine CAL-Card purchase as directed, maintaining complete transaction logs and supporting documentation. Gather monthly expenditure data to assist management and the Chief of Plant Operation II in monitoring budgeted positions. Collect data and draft reports for annual state agency reports for various agencies, including Department of General Services (DGS), State Agency Buy Recycled Campaign (SABRC), and Air Resource Board (ARB).
20%	Receive, log and route Maintenance and Event Services work requests to appropriate technical staff. Answer incoming inquiries from internal department and staff, external clients and the public of facility work request statuses. Follow up with staff on open work orders; update system notes and notify management of delays or issues. Assist in closing completed work orders, ensuring proper accounting/billing codes are attached.
15%	Gather data, draft correspondence, and assist in creating routine compliance reporting packages (e.g., Drinking Water Compliance, Fleet/Asset Management, Storm Water) for review by management. Format and proofread draft memos, letters and internal reports to ensure proper State and departmental formatting, grammar and structure. Maintain central administration files, compliance logs and other department materials.

15%	Serve as the primary administration contact for temporary/seasonal staff in Maintenance and Event Services. Serve as the unit timekeeper by reviewing timesheets for completeness and accuracy; compare daily recap sheets against monthly timesheets. Identify leave and time discrepancies; maintain confidential timekeeping files; monitor office equipment operation, log usage and schedule maintenance and repair service calls as needed.

MARGINAL FUNCTIONS:	
5%	Other job-related duties as required.

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- Understand, learn, and proficiently use of electronic database systems and operate various office machines.
- Read, understand, and follow written instructions and procedures.
- Communicate effectively.
- Understand and follow verbal instructions.
- Ability to maintain regular, consistent, acceptable attendance, punctuality, and dependability.
- Ability to spell correctly, use good English grammar, and calculate solutions to mathematical problems involving addition, subtraction, multiplication, and division.
- Interact with various levels of staff and management in a professional and courteous manner.
- Ability to gain the trust and rapport of others.
- Maintain the confidence and cooperation of those contacted during the course of work.
- Operate a State-owned vehicle to traverse the property and distribute materials throughout different locations on the property.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced environment with changing priorities; ability to consistently re-prioritize and multi-task; ability to work under pressure and time constraints.
- Position requires a professional, diplomatic demeanor and exceptional relationship-building skills with a variety of personalities.
- Ability to work well with a wide variety of personalities.
- Ability to listen and understand information and ideas and the ability to communicate information and ideas so others understand.
- Ability to assess issues and quickly identify the best possible solutions.
- Outstanding customer service skills, interpersonal skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic.
- Ability to be discreet, professional and maintain confidentiality.
- Proficiency in the use of a personal computer, using the standard Microsoft Office suite of software, and electronic data processing systems will be required to complete many of the duties.

SPECIAL PHYSICAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/2 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday

Standing: Occasionally
Walking: Occasionally
Sitting: Frequently
Lifting: Occasionally
Carrying: Occasionally
Stooping/Bending/Kneeling/Crouching: Occasionally
Reaching in Front of the Body: Occasionally
Climbing: occasionally
Balancing: occasionally
Pushing/Pulling: occasionally
Fine Finger Dexterity: occasionally
Hand/Wrist Movement: occasionally

CALIFORNIA EXPOSITION & STATE FAIR

DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE NAME:	EMPLOYEE SIGNATURE:		DATE:
			____/____/_____
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:
Analyst II			

SUPERVISOR ACKNOWLEDGEMENT

BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.

SUPERVISOR NAME:	CLASSIFICATION:
	Chief of Plant II

SUPERVISOR SIGNATURE:	DATE:
	____/____/_____

POSITION INFORMATION

MISSION:

The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.

CONCEPT OF POSITION:

Under the supervision of the Chief of Plant II, Analyst II provide business services support to the Maintenance Operations and Event Services. Perform various support staff functions such as inputting data, typing reports, prepare purchasing and contracting documents; manage contracts; prepare billing submittals; reconcile payable invoices; organizing office files; reviewing timesheets; as well as prepare and tracking annual, monthly, and weekly reports; provide budget management and budget reports for facility units and Chief of Plant; annual reports for various state agencies and coordinate implementation of state required processes.

SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):

- ☐ DESIGNATED UNDER CONFLICT OF INTEREST CODE
- ☐ REQUIRED TO CARRY A BLACKBERRY/IPHONE
- ☒ CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):
- ☒ PARTICIPATION IN DMV PULL NOTICE PROGRAM
- ☐ REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS
- ☐ WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC
- ☒ PERIODIC OVERTIME
- ☐ MAY BE REQUIRED TO RESPOND AFTER WORK HOURS
- ☐ PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND (EXPLAIN)
- ☐ MAY REQUIRE ANNUAL MEDICAL EVALUATION
- ☐ MAY REQUIRE DRUG TESTING
- ☐ BACKGROUND CHECK/FINGERPRINT CLEARANCE
- ☐ OPERATES HEAVY MOTORIZED VEHICLES
- ☐ WORKS AT ELEVATED HEIGHTS
- ☒ PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
  - ☒ SITTING ☐ STANDING ☐ KNEELING ☒ BENDING ☐ LIFTING
  - ☒ OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time

SUPERVISION EXERCISED (CHECK ONE):			
☒ NONE	☐ SUPERVISOR	☒ LEAD PERSON	☐ TEAM LEADER

FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:		
# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:
1-4	5999	SFW - Clerical

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

45%	Act as the Buyer for Event Services and Maintenance. Responsible for the section's centralized purchasing and contracts. Prepare appropriate purchasing and contracting documents; obtain price quotes; coordinate with small and minority business; conduct market analysis; prepare and assist in final solicitation documents; reconcile contract payable invoices and process for payment all in accordance with CA State Contracting Manual regulations. Coordinate the preparation and renewal of contracts. Coordinate all ordering and receipt of materials, equipment, and supplies. Approve invoices for payment and track partial deliveries. Maintain requisition log and purchase records. Affix equipment property numbers. Serve as contract administrator for various contracts. Compose correspondence, for authorizing signatures. Compile and prepare regular billing reports for the unit; track and compile all billable goods and services provided by Event Services and Maintenance such as Hours, trash disposal, consumable goods, and equipment rental. Reconcile, apply proper codes, and timely process purchase order or contract invoices for approval. Responsible for Cal-Card purchases and reporting. Conduct purchasing activities with assigned CAL-Card, where appropriate, and with Purchase Order Requisitions. Work directly with Unit Management to identify inventory needs, best procurement practices, and guide in the process to expedite reorder of consumable and durable goods needed to successfully host year-round events and maintain the facility within budget and maximum efficiency. Monitor budgetary position for all Maintenance Units and Event Services through regular analysis of expense reports. Work with Chief of Plant and unit managers to manage expenses annually to meet approved budget. Complete annual reports for various state agencies including Department of General Services (DGS). Reports include State Agency Buy Recycled Campaign (SABRC), Air Resource Board (ARB) reports for on and off-road vehicles, assist with fleet management reports like Feet Acquisition Plan, Board Reports on facility project statuses and regular written updates for Executive Management.
20%	Monitor and Oversee Maintenance and Event Services work requests and dispatch work orders to the proper staff. Respond to Client requests for work, advise customers on progress of work, and follow up with staff to communicate any issues. Keep management informed of progress of work orders. Close out work orders upon completion and ensure proper billing and event codes are attached to each work request. This will require routinely answering phones and interfacing with the public as well as internal and external stake holders.

15%	Prepare, route for approval, and submit a variety of compliance reports and submittals to various Control Agencies within State, County, and City Government such as Drinking Water Compliance, Fleet and Asset Management, Storm Water and others. Prepare correspondence in draft and final form to produce error-free final copies for Management and staff within Maintenance Operations and Events Services. Advise staff on correspondence policies, and assist them in the proper format and construction of any correspondence they are required to develop.
15%	Act as the Administrative Subject Matter expert in Maintenance and Events Services for any temporary or seasonal administrative staff. Serve as timekeeper for Maintenance Operations and Event Services staff by interpreting and accurately applying timekeeper rules and policies, and providing guidance to staff members. Review timesheets for accuracy and work with staff to make corrections. Resolve time discrepancies with staff and/or Personnel Specialist. Ensure timesheets are finalized and turned into the Personnel Office timely. Maintain timekeeping documents in confidential files, including Absence Request Forms, and purge as needed. Reconcile daily recap timesheet to monthly or semi-monthly time sheets to ensure accuracy. Track hours worked and leave used by staff to ensure no one exceeds their allotted amounts. Responsible for the Section's office copier(s) operations; prepare monthly usage reports; coordinate repair service for office equipment as needed.

MARGINAL FUNCTIONS:	
5%	Other job-related duties as required.

DESIRABLE QUALIFICATIONS

(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)

- Understand, learn, and proficiently use of electronic database systems and operate various office machines.
- Read, understand, and follow written instructions and procedures.
- Communicate effectively.
- Understand and follow verbal instructions.
- Ability to maintain regular, consistent, acceptable attendance, punctuality, and dependability.
- Ability to spell correctly, use good English grammar, and calculate solutions to mathematical problems involving addition, subtraction, multiplication, and division.
- Interact with various levels of staff and management in a professional and courteous manner.
- Ability to gain the trust and rapport of others.
- Maintain the confidence and cooperation of those contacted during the course of work.
- Operate a State-owned vehicle to traverse the property and distribute materials throughout different locations on the property.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced environment with changing priorities; ability to consistently re-prioritize and multi-task; ability to work under pressure and time constraints.
- Position requires a professional, diplomatic demeanor and exceptional relationship-building skills with a variety of personalities.
- Ability to work well with a wide variety of personalities.
- Ability to listen and understand information and ideas and the ability to communicate information and ideas so others understand.
- Ability to assess issues and quickly identify the best possible solutions.
- Outstanding customer service skills, interpersonal skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic.
- Ability to be discreet, professional and maintain confidentiality.
- Proficiency in the use of a personal computer, using the standard Microsoft Office suite of software, and electronic data processing systems will be required to complete many of the duties.

SPECIAL PHYSICAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/2 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday

Standing: Occasionally
Walking: Occasionally
Sitting: Frequently
Lifting: Occasionally
Carrying: Occasionally
Stooping/Bending/Kneeling/Crouching: Occasionally
Reaching in Front of the Body: Occasionally
Climbing: occasionally
Balancing: occasionally
Pushing/Pulling: occasionally
Fine Finger Dexterity: occasionally
Hand/Wrist Movement: occasionally