STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☒ **Current**
☒ **Proposed**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Administrative Support Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	314-202-5157-005
CBID/WWG/PROBATION:	UNIT NAME:
R01/ 2/12 months	Education Support Operations
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
Hilda Hotchkiss Gallarza	Supervisor I
SCHEDULE / SHIFT:	REVISION DATE:
Monday – Friday 8:00am – 5:00pm	10/14/2026

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

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ State Issued Uniform
☐ Requires DMV Pull Notice
☒ Medical Examination/Testing
☐ EPA Section 608 Technician Certification
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

See classification specifications.

3. DUTIES AND RESPONSIBILITIES OF POSITION

General Statement:

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

Under the direction and supervision of the Supervisor I, the Analyst I, performs a variety of analytical, program and administrative assignments in support of the Operations Department. Under the working title, Administrative Support Analyst, the Analyst I serves as a liaison between the Supervisor I and other departments to prepare, analyze, and review documents related to procurement and contract activities, as well as collect, analyze, and report sustainability and utility data. Duties and responsibilities require research, analysis, reporting, attention to detail, and the use of independent judgment and discretion to interpret and apply statutes, regulations, policies, and procedures. The incumbent prepares findings and recommendations for the supervisory review and approval, as appropriate.

Name of Incumbent	Civil Service Classification	Position Number
	Analyst I	314-202-5157-005

Percentage of Duties	Essential Functions
40%	**Procurement and Contracting** – Prepare, review, and submit semi-complex acquisition requests, purchase orders, service orders, scopes of work, and related procurement and contracting documents in accordance with State requirements and California Science Center policies and procedures. Receive and verify goods to confirm proper delivery and check the quality of items. Reconcile monthly Procurement Cards (P-Card) statements timely, and route reconciliations and supporting documentation to designated reviewers and approvers. Maintain accurate logs, files, and records of purchase orders, products, and vendors. Research the price and availability of products and supplies, and gather, compile, and tabulate bids. Compare price quotes and best value information against established procurement criteria to determine winning bidder. Review procurement and contract tracking information to identify delays, compliance concerns, and budget discrepancies, and prepare summaries and recommendations for management review. Communicate the status of orders and requests to appropriate staff. Track contract documentation, milestones, deliverables and processing requirements to support compliance with applicable State laws, regulations, policies, and procedures. Monitor and document contractor performance issues and refer concerns to the supervisor or contract administrator. Review contract budget information and service requirements, identify potential shortfalls or amendment needs, and prepare supporting information for management review and approval, as needed.
25%	**Systems Reporting and Analysis** – Collect, maintain, and analyze sustainability and utility data, and prepare annual Climate Registry and sustainability reports, monthly Energy Star Portfolio Manager updates, and internal utility-usage reports. As Waste Coordinator, coordinate facility waste-management programs, including e-waste collection, recycling programs for batteries, light bulbs, ink and toner cartridges, gloves, and other recyclable and universal waste materials, in accordance with established procedures. Track waste volumes, diversion totals, and compliance metrics; maintain documentation of waste-stream movement; and support vendor coordination for pickups, recycling events, and disposal activities. Prepare reports and analyses on waste-reduction efforts to support sustainability planning, regulatory compliance, and organizational environmental objectives. Review data and monthly reports for accuracy and completeness, follow applicable reporting standards and regulatory requirements. Compile and maintain primary reports (i.e., by trade, utilization, administration, etc.). Act as Los Angeles Unified School District (LAUSD) Coordinator and complete tasks in support of the Operational Agreement. Maintain and update access control security system records and information. Review and track maintenance work orders and analyze data from assigned systems, databases, and internal data platforms to report on maintenance issues, facility repairs, and other operational activities
20%	**Inventory Control** – Maintain inventory records and perform monthly, quarterly, and annual inventory analyses, identifying trends, forecasting needs, and preparing data-driven reports for management decision-making. Assist with developing and maintaining tracking tools, dashboards, spreadsheets, reports, and other analytical resources. Analyze information concerning inventory purchases, maintenance, repairs, replacements, and disposals, and prepare data supported recommendations for management review. Apply State policies, SAM/SCM requirements, and departmental guidelines to ensure full compliance in asset tracking, reconciliation, and disposal processes. Independently prepare and submit disposal forms and supporting documentation, to adhere to State timelines and compliance requirements. Assist with reviewing and updating inventory control procedures, workflows, and documentation to improve efficiency, accuracy, and internal controls. Identify opportunities for process improvement using data analysis, root-cause evaluation, feedback to prepare recommendations for management review. Conduct training and inform staff about new procedures, documentation requirements, and system updates to support compliance with established procedures across units.
10%	**Research and Special Projects** – Support special projects as assigned. Conduct research, develop recommendations, and produce project deliverables such as written reports, data summaries, policy analyses, workflow improvements, or implementation plans. Participate in collaborative initiatives, continuous-improvement efforts, and perform other related duties as required**.**

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Name of Incumbent	Civil Service Classification	Position Number
	Analyst I	314-202-5157-005

Percentage of Duties	Marginal Functions
5%	Timekeeping – Prepare attendance records. Document employee attendance and absences. Provide employees with their available leave credits upon request. Submit completed timekeeping package to the Personnel Office within designated timeframes. Process third-party and internal overtime timesheets, ensuring accuracy and adherence to policies. Other Duties as Assigned – Prepare timely and accurate reports to support decision-making processes. Develop and update job aides and training materials to support operational needs. Provide comprehensive and user-friendly resources for employees to enhance their understanding and proficiency with various systems. Attend required training, meetings, and other duties as 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: Outside/Environmental Elements
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☐ Other:

Telework Status:

☐ Office-Based - 0% telework
☒ Office-Centered - 20% telework (1 Day)
☐ Exception - 40 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full onboarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:

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

Supervisor's Name: Hilda Hotchkiss Gallarza

Supervisor's Signature: Date:

Name of Incumbent	Civil Service Classification	Position Number
	Analyst I	314-202-5157-005

7. HR USE ONLY

HR Approval

	HR Director Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.		

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

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.