STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 31381	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division	
UNIT NAME FMD HQ, Maximo Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 308-100-5393-906	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP R01
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 am - 5:00 pm	TENURE Limited Term	
WORKING TITLE Maximo Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Maximo Administrative Support Manager (Supervisor I), the Maximo Analyst (Analyst II) in the Facilities Management Division (FMD), Maximo Unit is responsible for gathering data, trend analysis, quality assurance and metrics reporting to ensure efficiency of the Maximo system and recommends process and system changes to meet client needs in accordance with the manuals and guidelines of the FMD and the principals of the Department of General Services.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Performs complex analysis of pre-existing Facilities Maintenance System to identify impediments to the efficient flow of work requests received from customers utilizing the computerized work flow system, establishes policies and procedures for FMD Maximo Systems using Microsoft Word to protect the states investment in real property and assets, provides high level administrative support to FMD personnel in order to maintain and administer FMD's Facilities Maintenance System in accordance to industrial best practices and FMD policies and procedures.

PERCENTAGE	DESCRIPTION
35%	Performs analysis on Maximo System data for comparison of staffing and operational readiness of FMD buildings, reviews and gathers usage/status reports and work orders using Maximo to evaluate existing components and equipment and make recommendations to management in order to streamline current processes and procedures in accordance with current published guidelines.
25%	Independently performs cost analysis for FMD facility maintenance operations using data from Maximo to optimize preventative and predictive maintenance projects/requests and makes recommendations to management using maintenance schedules and historical records to accurately determine cost, time and staff effectiveness for FMD. Determines non-compliance; recommends and implements corrective action plans as appropriate.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides backup in the absence of staff and management as needed, performs special projects and other duties as assigned by management.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Occasional business travel required in order to provide Maximo training and support at various DGS buildings.

Requires daily use of personal computer and a variety of office software applications.
Maintain regular attendance during core business hours.

DESIRABLE QUALIFICATIONS

Excellent communications skills, both oral and written.
Focus attention on details and follow work procedures.

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED