California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Analyst I		**Analyst I**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Admin/Business Management Bureau/Asset Management		**Sacramento, CA – Headquarters Office**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☐ Yes ☒ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-360-5157-XXX	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervisor I, Asset Management Unit, the Analyst I at this level utilize basic analytical skills to assist with various duties related to the unit's daily operations and projects. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures. **Candidate must be able to perform the following essential job functions with or without reasonable accommodation.**

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
35%	Assist in developing plans for the establishment of a department-wide lifecycle asset management system utilizing established State Administrative Manual (SAM) guidelines. Research and assist in developing asset management policies, procedures, and forms for department-wide use. Act as team member for asset management program implementation and maintenance. Develop presentations and provide training to various staff on asset management procedures.
35%	Explore business process improvement opportunities; research, analyze, and recommend best practices related to asset management. Coordinate asset management functions of CDTFA headquarters, annex, and field office locations. Assist in developing, implementing and maintaining asset tagging systems in accordance with SAM guidelines. Inform appropriate personnel of guidelines concerning the care and movement of assets to maintain accountability in accordance with established guidelines.
15%	Assist in planning and coordination of bi-annual department-wide physical inventories; monitor and review reconciliation discrepancies between physical inventory and existing asset accounts and records. Advise management on procedures and legislation relating to asset management.
10%	Prepare mandated reports for control agencies, as required, to provide information as it relates to asset inventory. Prepare annual inventory statements showing asset costs by classification. Maintain asset accounts. Travel to CDTFA locations bi-annually and as needed to monitor inventory processes.
	MARGINAL JOB FUNCTIONS
5%	Perform other business management duties related to the Asset Management Unit as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- Position may be located in a high-rise building.
- Office setting an open floor plan and modular furniture.

Physical Abilities:

- Remain in stationary position for long periods of time.

Additional Requirements/Expectations:

- Overtime may be required.
- Occasional travel up to ten percent (10%) may be required.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 11/05/2026	**C&P Analyst Initials: EH**