STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31203	Facilities Management Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Project Team-Statewide Programs	1421 N Market Blvd., Sacramento, CA 95834	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Associate Construction Analyst	308-222-4106-xxx	R09
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☑ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday through Friday, 8:00 AM to 5:00 PM	P	
WORKING TITLE	TIMEBASE	
Associate Construction Analyst	FT	
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 the direction of the Senior Civil Engineer, the Associate Construction Analyst (ACA) is responsible for overseeing the construction of capital outlay projects, budgeting, planning, developing scope, reviewing, analyzing, managing public works, special repair, and deferred maintenance projects, within the Facilities Management Division (FMD), Department of General Services (DGS) owned facilities.

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%	Analyzes, reviews and makes independent recommendations on major capital outlay requests, building needs and requirements by reviewing construction documents, working drawings, as-built drawings, and cost estimates for building projects which includes repairs and maintenance utilizing Microsoft Office Suite, FI$Cal, SharePoint, ServiceNow, and other Project management tools that may be implemented, in order to prepare recommendations on general architectural and economic standards for State construction policy and feasibility of proposed projects to ensure appropriate methods of construction, optimum space utilization, and existing Departmental Construction Guidelines are followed in relation to the Department's construction and the acceptance of project for inclusion in the budget are in compliance.
15%	Prepares, processes and manages project management plans, contract agreements, and payment requests by developing facts and preparing reports on acceptability of requested projects for

PERCENTAGE	DESCRIPTION
	inclusion in the budget, reviewing project cost expense discrepancies, energy reduction efforts, and onsite inspection of contractor's performance utilizing MS Excel, FI$CAL, ProCorp, Maximo and other project systems in order to facilitate the procurement of products, goods and services in collaboration with DGS, FMD, PMDB to ensure to perform cost reconciliation for projects to ensure billing, invoices, progress payments are coded appropriately and payments are paid in a timely manner.
15%	Collaborates with outside consultants and/or DGS staff and the Office of the State Architect on construction requests and needs to develop scope, schedule and budgets, prepares cost estimates for project development, tenant improvements, feasibility studies and pre-construction site preparations by monitoring project spending, preparing escrow release letters, release of contract retention to contractors, coordinate issuance of change orders, and prepare requests outlining legislative intent on scope and standards of proposed construction utilizing Microsoft Suite (Excel, Project Management, Word) and FI$Cal in order to verify amount of pay requested is accurately represented to ensure funding is available and expenditures stay within budget parameters in accordance with FMD policies and procedures.
15%	Conducts field inspections during the construction phase, by scheduling on-site visits and attending meetings with various State agencies, outside consultants, State Fire Marshall, and upper management, make recommendations, approve change orders and scop changes, utilizing Microsoft Teams, telephone, Zoom, Outlook and in person meetings in order to consult individual needs and requirements are met, coordinate contract negotiations between the project director and contractor to develop the Request of Proposal and Request of Qualification packages to ensure final inspection and completion of projects are completed and closed out accurately and timely in accordance with FMD policies and procedures.
15%	Prepares, and reviews project and budget and expenditure analysis of projects by performing trend analysis on specific budget allocations utilizing fiscal tracking databases and Excel in order to make recommendations to forecast and project future costs to ensure that project goals and scope of work are met and completed and within budget.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Compiles a variety of statistical and analytical correspondence by preparing and composing a variety of correspondence utilizing Microsoft Office in order to accurately provide project status reports to upper management to ensure project history reports reflect any outstanding correction or errors for future projects in accordance with FMD policies and procedures.

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.

Extensive Statewide travel will be required.
Ability to overtime as needed.
Ability to effectively handle stress and deadlines.
Ability to effectively manage multiple priorities.
Understand written and verbal communication and communicate effectively.

☐ Current
☑ Proposed

DESIRABLE QUALIFICATIONS

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
Winston Cole		

C & P APPROVED BY	DATE SIGNED