State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 22, 2026	FACILITIES AND BUSINESS SERVICES	PLANNING & CONSTRUCTION UNIT	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
ASSOCIATE CONSTRUCTION ANALYST		830-480-4106-002

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
SACRAMENTO	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R09

Under direction from the Departmental Construction and Maintenance Supervisor (DCMS), of the Facilities and Business Services Division, this position performs complex construction analysis work and will assist with administering the programming and budgeting for construction, supervision of, and project management of the department's deferred maintenance program and major and minor capital outlay projects.

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Analyze, review and make independent recommendations on deferred maintenance requests and/or capital outlay programming. Coordinate with programs to establish scope and site locations for facility renovation projects, tenant improvement projects, and energy/sustainability projects and capital outlay programming.. Review proposed estimates provided by Architectural and Engineering (A&E) firms and coordinate with Home Administrators, Calvet budget office and the Department of General Services (DGS) Real Estate Services Division (RESD) in securing necessary and required funds.
30%	Makes field inspections and prepares reports on deferred maintenance, repair, and capital outlay projects; while in the field, make decisions as to changes required. Act as a representative of the department when working with the both A&E firms, contractors, and DGS RESD in reviewing plans and specifications, performing inspections, and accepting completed deferred maintenance and/or capital projects. Evaluate facility change requests by programs. Prepare cost estimates and analysis and provide recommendations. Oversee projects in the field and complete project close out procedures.
20%	Conduct short and long-range strategical planning studies to address, maintenance, repair, program growth, and facility needs. Confer with Home Administrators and cemetery managers to develop specific deferred maintenance projects and their scope. Establish priorities in relation to cost and urgency of projects and correlates the department's deferred maintenance and capital outlay program in relation to the department's statewide infrastructure program. Present projects to DGS RESD for preliminary estimates. Consult with designers, estimators, representatives of the DGS, and interpret the department's program. Acts as a representative of the department with other organizations and state agencies such as State Fire Marshal and Division of State Architects and the Department of Finance.
10%	Assist in preparation and presentation of the department's deferred maintenance program budget. Prepare necessary documents towards the budgeting or transfer of funds for various work projects and maintains controls to keep costs within identified amounts. Assist in matters relating to project scope of work, contracts, estimates, etc. Provide routine progress reports to management on assigned projects. Serve as a point person for documenting and coordinating design decisions in general, as well as for specific projects.
5%	Evaluate facility change requests by programs. Prepare cost estimates and analysis and

	provide recommendations. Attend regular meetings with program representatives to provide status reports on proposed and existing projects.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.			**X**		
SITTING: Work station; meetings; training.					**X**
STANDING: Copy documents; review records.			**X**		
BALANCING:		**X**			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:					**X**
LIFTING 10-25 LBS:		**X**			
LIFTING 25-50 LBS:		**X**			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					**X**
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				**X**	
CARRYING: Transport documents.		**X**			
CLIMBING: Stairs.		**X**			
BENDING AT WAIST: Use copier; access low file drawers.			**X**		
KNEELING: Access low file drawers.		**X**			

PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**