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	
31366, 31367	Facilities Management Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Headquarters-Administration-Employee Resources	707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	308-100-5393-925	R01
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 a.m. to 5:00 p.m.	Limited Term	
WORKING TITLE	TIMEBASE	
Employee Resources Liaison	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 the direction of the Supervisor I, the Employee Resources Liaison in the Facilities Management Division (FMD) Administrative Unit serves as the Liaison for the FMD and performs the more complex analytical duties by completing complex Requests for Personnel Actions, providing consultation to FMD staff regarding the more complex personnel issues in accordance with guidelines set forth by the California Department of Human Resources (CalHR), State Personnel Board (SPB), Department of Finance (DOF), State Controller's Office (SCO), Federal and State Law, Bargaining Unit Agreements, the California Public Employees Retirement System (CalPERS), the Department of General Services (DGS), Office of Human Resources (OHR) and FMD.

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%	Prepares, reviews, revises and processes complex Requests for Personnel Actions, in coordination with the Office of Human Resources by providing guidance to hiring managers, writing, analyzing and tracking various documents, including duty statements, justifications, and organization charts, utilizing Microsoft Office Suite, Visio, Activity Based Management System, and/or ServiceNow, in order to maintain appropriate staffing levels and facilitate recruitment, hiring, appointments, and other matters related to classification and pay, to ensure program staffing requests are processed timely and accurately, in accordance with all applicable laws, rules, regulations and control agency and departmental policies and procedures.

PERCENTAGE	DESCRIPTION
30%	Provides consultative services to FMD program management and staff, on complex personnel issues by conferring with OHR in the analysis, research and interpretation of applicable laws, regulations and control agency and departmental policies and procedures, in order to provide accurate and comprehensive information and recommendations to managers and supervisors regarding classification issues, leave of absences, list eligibility, minimum qualifications and recruitment needs, and to provide consultative information to staff regarding background clearance, medical clearance, post and bid, leave of absences, list eligibility, minimum qualifications, and recruitment needs, to ensure and promote human resources best practices.
15%	Develops and reconciles organizational charts by compiling and analyzing data from the position report dashboard and Activity Based Management System, creating tracking mechanisms to accurately maintain positions, and revising and analyzing monthly organization charts in order to provide accurate and timely vacancy reports and organizational charts to management and OHR to ensure appropriate funding sources for positions and adequate staffing levels, utilizing the position report dashboard, Visio and MS Office in accordance with all applicable laws, rules, regulations and control agency and departmental policies and procedures.
10%	Develops and revises personnel-related processes and procedures by participating in advisory groups, researching and developing proposals for improvements under departmental guidelines directed by management, participates with on-boarding of new employees, and preparing reports as requested by management in order to resolve issues that impede personnel operations.
5%	Serves as the Medical Clearance Liaison by assisting candidates in completing the pre-employment medical clearance process, preparing and reviewing documents for completion, providing instructions and guidance to candidates, submitting the required documents to the California Department of Human Resources (CalHR), and communicating with the Medical Coordinator in the Office of Human Resources in order to facilitate candidates' meeting the conditions of employment to be hired with the department and ensure compliance with the requirements set forth by CalHR Medical Program regarding the pre-employment medical screening.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Schedules and facilitates monthly meetings with hiring managers to report RPA status, discuss issues pertaining to vacancies, backfills and/or new hires, and provides recommendations to address OHR concerns.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Multi-task, meet deadlines and adjust to changing priorities.
Daily use of computer and a variety of office software applications.
The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.

DESIRABLE QUALIFICATIONS

☐ 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

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POSITION CONCEPT

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Telework
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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Assists with processing Requests for Personnel Actions, in coordination with the Office of Human Resources by providing guidance to hiring managers, writing, analyzing and tracking various documents, including duty statements, justifications, and organization charts, utilizing Microsoft Office Suite, Visio, Activity Based Management System, and/or ServiceNow, in order to maintain appropriate staffing levels and facilitate recruitment, hiring, appointments, and other matters related to classification and pay, to ensure program staffing requests are processed timely and accurately, in accordance with all applicable laws, rules, regulations and control agency and departmental policies and procedures.

PERCENTAGE	DESCRIPTION
30%	Assists with providing consultative services to FMD programs and various management and staff, on less complex personnel issues by conferring with OHR in the analysis, research and interpretation of applicable laws, regulations and control agency and departmental policies and procedures, in order to provide accurate and comprehensive information and recommendations to managers and supervisors regarding classification issues, leave of absences, list eligibility, minimum qualifications and recruitment needs, and to provide consultative information to staff regarding background clearance, medical clearance, post and bid, leave of absences, list eligibility, minimum qualifications, and recruitment needs, to ensure and promote human resources best practices.
15%	Assists with developing and reconciling organizational charts by compiling and analyzing data from the position report dashboard and Activity Based Management System, creating tracking mechanisms to accurately maintain positions, and revising and analyzing monthly organization charts in order to provide accurate and timely vacancy reports and organizational charts to management and OHR to ensure appropriate funding sources for positions and adequate staffing levels, utilizing the position report dashboard, Visio and MS Office in accordance with all applicable laws, rules, regulations and control agency and departmental policies and procedures.
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