DUTY STATEMENT
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name	**Division** Administrative Services Division			
Position No / Agency-Unit-Class-Serial 461-232-5393-712	**Unit** Facilities Planning, Construction, and Management			
Class Title Analyst II	**Location** Metropolitan State Hospital			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** 2	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under direction of the Direct Construction Supervisor II (DCS II) within the Facilities Planning, Construction, and Management section (FPCM), the Analyst II functions independently as the lead project coordinator responsible for assisting and supporting the project and construction managers in the organizing and oversight for all projects, as well as communicate all related information to the project stakeholders.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.**
40%	Lead responsibility for project coordination relative to hospital operations and project functions. Independently coordinates varied and complex project assignments based on direction from the Direct Construction Supervisor II (DCS II) and Associate Construction Analyst (ACA). Operate as an additional point of contact to resolve issues that may arise and follows through to completion, independently monitors and tracks the progress of various project related activities. Confer and provide consultation to hospital staff, committees, and other advisory groups as needed. Independently participates in analytical studies with project stakeholders identifying trends and deficiencies involving the project coordination. Facilitates and attend project meetings and provide updates to all stakeholders by developing memorandums and sending email communications related to project details and specifics. Assist with taking meeting minutes, leads project meetings as backup to the ACA or designee. Assists with the development, management and setup of Procore, including but not limited to meeting minute templates, meeting agendas. Administers Bluebeam review sessions for plan review. Leads bidder walkthroughs for specific related projects, as designated by the DCSII or ACA. Coordinates with escorting contractors, regulatory agencies, and staff, attend field inspections as necessary. With minimal supervision, develop, audit, and maintain weekly, monthly, quarterly, and annual reports to ensure compliance with mandated timelines for responses to control and regulatory agencies. Manage the development, evaluation and preparation of monthly project expenditure projections. Work with other departments to gather and track data on hospital expenditures,

	project requests, and facility data. Gather, tabulate, monitor and perform the more complex analysis of expenditures, encumbrances and other budgetary obligations including transactions posted to FI$Cal for correctness and compliance. Independently monitor project expenditures and adjust line items and departmental allocations as appropriate. Lead in monitoring project schedules, invoices, daily job logs, heat plans, dust mitigation or any other project related data while maintaining records. Coordinate with programs and treatment units when commencing projects for impacts, delays and/or progress updates. Facilitate and submit proper clearances for contractors when beginning projects; includes facility entrance request, scheduling live scans and contractor's orientation. Submit vehicle and equipment clearances. Consults and works with Department of Police Services and California Department of Corrections and Rehabilitation (CDCR) to maintain security protocols during projects. Partners with Fire Services to support code adherence and Health & Safety to promote safety principles to mitigate occupational injury risks.
30%	Provides high level analytical support for the administrative functions associated with project and construction management including but not limited to conducting independent research, interpretation of laws, rules and government codes and coordinating with hospital business partners to prepare FPCM Program updates and briefing documents, developing Capital Outlay Budget Change Concepts and Proposals (COCPs and COBCPs) for all DSH locations. Responsible for participating in the development of DSH's Annual Five-Year CO Infrastructure Plan securing funding for future construction projects by analyzing program needs, evaluating priorities and developing recommendations Independently coordinates with DSH Budgets and Accounting to ensure the accurate development and timely approval of all project authorization, funding, and extension/reversion documentation required by Department of General Services (DGS), and Department of Finance (DOF), and the Statewide Public Works Board (SPWB). Monitors the status of documentation under review by control agencies, DGS, and DSH executives to ensure timely completion and responsiveness.
15%	Independently analyzes, and helps develop public works contracts, this may include creating purchase orders and developing construction contracts based on approved working drawings ready to be placed out for bid also known as Front-End Docs, practices document control, develops briefing documents, project schedules, monitor/track project change orders, establishes and maintains project workflows in Procore and liaising with ACAs for associated project needs. Additional responsibilities include proactively track project progress, resources, and program statistics and uses findings to develop recommendations
10%	Independently administers and implements, and maintains all project document repositories including but not limited to, SharePoint, Network Drives, and digitized document repositories. Responsible for project(s) records management

	and document retention schedule. Oversees and manages unit contracts and agreements in the contract manager capacity. This includes providing consultative support in developing contract language while providing direction and guidance to project managers and hospital staff on the details within the contract terms.
5%	Other duties and special projects assigned within the classification specifications.
Other Information	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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Metropolitan State Hospital in Los Angeles County. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date

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Employee Name	**Division** Administrative Services Division			
Position No / Agency-Unit-Class-Serial 461-232-5157-712	**Unit** Facilities Planning, Construction, and Management			
Class Title Analyst I	**Location** Metropolitan State Hospital			
Subject to Conflict of Interest ☐Yes ☒No	**CBID** R01	**Work Week Group:** 2	**Pay Differential**	**Other**

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions
Under supervision of the Direct Construction Supervisor II (DCS II) within the Facilities Planning, Construction, and Management section (FPCM), the Analyst I functions as a project coordinator responsible for assisting and supporting the project and construction managers in the organizing and oversight for all projects, as well as communicate all related information to the project stakeholders.

% of time performing duties	**Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.**
40%	Assists in project coordination relative to hospital operations, coordinates project assignments based on direction from the Direct Construction Supervisor II (DCS II) and Associate Construction Analyst (ACA). Operate as an additional point of contact to resolve issues that may arise and follows through to completion, monitor and track the progress of various project related activities. Confer and provide consultation to hospital staff, committees, and other advisory groups as needed. Under supervision, participates in analytical studies with project stakeholders identifying trends and deficiencies involving the project coordination. Facilitate and attend project meetings and provide updates to all stakeholders by developing memorandums and sending email communications related to project details and specifics. Assist with taking meeting minutes, leads project meetings as backup to the ACA or designee. Assists with the development, management and setup of Procore, including but not limited to meeting minute templates, meeting agendas. Assist with setting up Bluebeam review sessions for plan review. Attends bidder walkthroughs for specific related projects, as designated by the DCSII or ACA. Assists with escorting contractors, regulatory agencies, and staff, attend field inspections as necessary. With supervision, develop, audit, and maintain weekly, monthly, quarterly, and annual reports to ensure compliance with mandated timelines for responses to control and regulatory agencies. Assist in the development, evaluation and preparation of monthly project expenditure projections. Work with other departments to gather and track data on hospital expenditures, project requests, and facility data. Gather, tabulate, monitor and perform the less complex analysis of expenditures, encumbrances and other budgetary obligations

	including transactions posted to FI$Cal for correctness and compliance. Monitor project expenditures and adjust line items and departmental allocations as appropriate. Monitor project and tracks schedules, invoices, daily job logs, heat plans, dust mitigation or any other project related data while maintaining records. Assist in coordinating with programs and treatment units when commencing projects for impacts, delays and/or progress updates. Facilitate and submit proper clearances for contractors when beginning projects; includes facility entrance request, scheduling live scans and contractor's orientation. Submit vehicle and equipment clearances. Coordinates and works with Department of Police Services and California Department of Corrections and Rehabilitation (CDCR) to maintain security protocols during projects. Works with Fire Services to support code adherence and Health & Safety to promote safety principles to mitigate occupational injury risks.
30%	Provides analytical support for the administrative functions associated with project and construction management including but not limited to conducting research, interpretation of laws, rules and government codes and coordinating with hospital business partners to prepare FPCM Program updates and briefing documents, drafting Capital Outlay Budget Change Concepts and Proposals (COCPs and COBCPs) for all DSH locations. Participating in the development of DSH's Annual Five-Year CO Infrastructure Plan securing funding for future construction projects by gathering, compiling and analyzing data and preparing supporting documentation for review Coordinates with DSH Budgets and Accounting to ensure the accurate development and timely approval of all project authorization, funding, and extension/reversion documentation required by Department of General Services (DGS), and Department of Finance (DOF), and the Statewide Public Works Board (SPWB). Monitors the status of documentation under review by control agencies, DGS, and DSH executives to ensure timely completion and responsiveness.
15%	With supervision, assists in preparing, reviewing, analyzing , public works contracts, this may include creating purchase orders and developing construction contracts based on approved working drawings ready to be placed out for bid also known as Front-End Docs, practices document control, reviews briefing documents for completeness and identifies discrepancies for higher level review, updates project schedules, monitor/track project change orders, establishes and maintains project workflows in Procore and assisting with ACAs for associated project needs. Additional responsibilities include proactively track project progress, resources, and program statistics.
10%	Creates, implements, and maintains all project document repositories including but not limited to, SharePoint, Network Drives, and digitized document repositories. Responsible for project(s) records management and document retention schedule. Administers and manages unit contracts and agreements in the contract manager capacity. This includes assistance in developing contract

	language while providing support to project managers and hospital staff on the details within the contract terms.
5%	Other duties and special projects assigned within class specifications.
Other Information	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. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. This position reports to the Metropolitan State Hospital in Los Angeles County. A hybrid telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date