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	
31429	Facilities Management Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
HQ - Contracts Unit	707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	308-100-5393-728	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 - Friday, 8:00 a.m. - 5:00 p.m.	Permanent	
WORKING TITLE	TIMEBASE	
Contracts Analyst	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 supervision of the Supervisor I, the Analyst I in the Facilities Management Divsion (FMD), Contracts Unit provides analytical oversight and support to the management of the less complex contracts and for FMD's building managers throughout the state.

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
30%	Contract Analyst - Maintenance Assesses and requests amendments, renewals, or new contracts as needed by gathering and analyzing data, time lines, funding and program needs in order to renew and amend contracts in a timely manner, to ensure timelines are met, there are no breaks in service, and compliance with all contracting laws, rules and regulations, Public Contract Code and State Contracting Manual.
25%	Contract Analyst - Close-out Disputes or approves invoices for payment and performs contract close-out activities by encumbering unused funds and closing out contracts in FI$Cal in order to confirm all services have been provided in accordance with the contract and all invoices have been processed, to ensure contracts are implemented correctly to avoid penalties.
25%	Special Projects

PERCENTAGE	DESCRIPTION
	Participates in special projects and assignments related to FMD of the most complex difficulty by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.
15%	Performance Metrics Manages performance metrics data for FMD by researching, gathering, and analyzing the more complex, qualitative, quantitative, and technical data and collaborating with internal and external stakeholders, using various data sources and systems, measurable tools, and techniques, including metrics data, volumes, current and historical data trends, program statistics, and gap analysis, in order to implement, identify and evaluate new operational efficiencies to ensure statistical and data quality are optimized and all work processes are efficient and effective division-wide.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs all other functions, which may be assigned from time to time.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Travel 30 % of the time to various locations and may include overnight travel by various methods of transportation.

This position might require travel to buildings statewide; locations include Sacramento, Stockton, Fresno, San Diego, Southern California (Los Angeles area), Bay Area, Marysville, Redding, and Red Bluff. Must be able to sit for a long period of time, walk up stairs, travel by car, plane, or train, operate a computer, work remotely, and stay overnight when necessary.

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