STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 31071	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fleet & Asset Management (OFAM)	
UNIT NAME Statewide Travel Program (STP)	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1700 National Drive, Sacramento, CA 95834	
CIVIL SERVICE CLASSIFICATION Research Data Analyst II (RDA II)	POSITION NUMBER 306-115-5731-xxx	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 8:00 AM -5:00 PM	TENURE Permanent	
WORKING TITLE Travel Program Data Specialist	TIMEBASE Fulltime	
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 general supervision of the Statewide Travel Manager (SUP I), this position serves as a travel program data specialist responsible for performing the more independent, varied, complex, comprehensive research, analytical and statistical methods used in data analysis, projections and special project functions to assist the Interagency Services Division's Office of Fleet and Asset Management's Statewide Travel Program (STP) with evaluating and managing efficient and cost effective travel for the state of California. This position requires the incumbent to adhere to applicable information security and privacy laws, policies, and standards; and agrees to comply with the requirements when accessing and handling confidential and sensitive state information assets.

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
25%	Researches and interprets quantitative data for mandated statewide reports, ad hoc special projects, and other sources. Produces materials for presentations, communications, outreach, and reports. Develops and implements tools and provides recommendations to monitor and refine the travel program's needs by applying research methodologies that include problem exploration and definition, planning and designing research steps, collecting data, and interpreting findings. Creates spreadsheets, graphs, charts, tables, dashboards and reports to identify, evaluate, and provide the data necessary to support program and policy development and to ensure the effectiveness of reporting on a regular basis.

PERCENTAGE	DESCRIPTION
25%	Develops reporting methodologies using travel program data, ensuring accuracy and integrity of data for daily operations and management reporting. Analyzes historical program data, including financial data, to identify trends, develop projections, and recommend strategies and solutions for immediate and long term program needs. Prepares materials for presentations, communications, outreach, and reports for submittal to STP management by utilizing the travel program data to ensure program needs are addressed and organizational goals are met. Provides customer service to STP clients to resolve technical and program-related issues and develop unique solutions.
25%	Develops and maintains datasets, dashboards, and reporting pipelines to support emergency travel operations, while conducting analyses on travel utilization, vendor performance, cost impacts, routing logistics, and resource availability. Collaborates with stakeholders to gather data requirements and communicates analytical findings to the Joint Field Office (JFO), State Operations Center (SOC), and other partners. Ensures emergency-related data processes align with statewide standards and documents analytic methodologies to support consistent, repeatable use.
20%	Serves as the principal analyst by leading data aggregation and analysis for travel-related contracts. Coordinates with management and other contract management subject matter experts to develop audit and compliance tools related to statewide travel and program business compliance standards. Uses tools such as a Microsoft Power BI, Power Automate and Excel, as well as MS Teams apps, such as Planner and Lists. Documents audit procedures for future use. Presents findings and delivers presentations to other analysts and management regarding audit and emergency operations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Represents DGS by participating in various meetings and stakeholder groups, establishing and maintaining liaisons with other state agencies and optional users, and providing backup to analysts in the unit using MS Teams and other forms of communication to ensure effective communication channels and to advise STP management of critical decisions reached by meeting/group participants in order to maintain effective operation of STP.

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.

Ability to effectively handle stress and multiple deadlines. Willingness to accept challenges and handle multiple projects simultaneously. Demonstrated ability to work independently performing research, gathering information to reach sound decisions through detailed analysis. Ability to speak publicly, present to large groups and explain complex issues in a concise manner. Frequent use of computer, related software applications, Internet and telephone.

DESIRABLE QUALIFICATIONS

Demonstrated excellence in written and verbal communication, with the ability to convey complex ideas clearly, confidently, and persuasively. Experience designing, preparing, and delivering training sessions and presentations in both in person and virtual settings. Strong customer service skills with the ability to build and maintain positive relationships with internal and external stakeholders. In depth knowledge of the principles, practices, and techniques involved in the contract procurement and solicitation process. Familiarity with current travel industry technologies, practices, and emerging trends. Ability to work independently, exercise sound judgment, and proactively improve or develop processes and systems.

☐ 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