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	
31451	California Commission on Disability Access (CCDA)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Operations	400 R Street, Suite 310 Sacramento	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst I	306-300-5157-703	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/ 8:00am-5:00pm	Permanent	
WORKING TITLE	TIMEBASE	
Administrative Analyst	FT	
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 supervision of the Supervisor I (Operations Manager) of the California Commission on Disability Access (CCDA), the Analyst I will work closely with the Operations Manager in monitoring the internal budget for CCDA, serving as contracts coordinator, researching and analyzing legislative bills, preparing legislative and management reports, and making recommendations to management utilizing Activity Based Management System, ServiceNow, SharePoint, Financial Information System for California (FISCAL), and other related software or tools.

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%	Monitors the internal budget for CCDA in collaboration with the Office of Fiscal Services (OFS) by tracking expenses, revenue and expenditures, creating monthly and annual fiscal projections, drafting budget change proposals, and providing summarized reporting, reconciliation, and less complex analyses using spreadsheets, graphs, charts, and matrices, in order to make recommendations to upper management on budgetary solutions, to ensure CCDA provides accurate and timely budget information to OFS and/or program management.
30%	Researches, analyzes, and prepares the less complex contract requests for commodities and services for CCDA by consulting with program staff to determine their needs, identifying and determining the appropriate type of contract, preparing justifications, memorandums, required documents, initiating and processing supporting documentation, and developing, amending and renewing

PERCENTAGE	DESCRIPTION
	contracts and scopes of work in order to submit complete contract requisition package documents to the Office of Business and Acquisition Services, to ensure all contracts are executed accurately and timely, in accordance with state purchasing policies, procedures, and guidelines.
15%	Assists the Data and Research Analyst by reviewing analysis of State and Federal claims, lawsuits, demand letters and case resolutions alleging construction-related disability access violations and preparing statistical and mandated reports in order to develop recommendations/revisions to policies for management to ensure the Commission meets reporting requirements of Government Code Sections 14985.7 (a) and 14985.8 (d) using CCDA internal database and legal research tools.
15%	Collaborates in the coordination of disability access information and referrals between the Commission, state agencies, local building departments, and the general public by analyzing and presenting data captured from legal cases to make recommendations to management based on findings, conducting research to identify gaps in information which leads to preparing the legislative quarterly and annual reports, responding to Public Records Act requests, and assisting in the development of marketing and educational/outreach tools in order to support the Commission to ensure it is adequately serving as an information center on disability access.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Serves as a backup to all CCDA analytical staff to cover daily commission responsibilities by completing assigned tasks, making recommendations to management in order to support continuous business operations to ensure customer needs are met.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Working Conditions: The position will work in an open modular workstation in an air-conditioned and heated office with natural and artificial lighting.

Physical Conditions: The position requires the ability to sit for periods of up to seven hours; the ability to use a standard keyboard (type) and Microsoft Office applications for up to seven hours at a time; the ability to communicate and interact with stakeholders and public at all levels on a daily basis; strong data entry, customer service, and administrative skills.

DESIRABLE QUALIFICATIONS

Adept at following established procedures and identifying process improvements.
• Proficient at MS Word, Excel, Outlook, and other communication technology platforms
• Highly professional and capable, with a proven capability to work effectively with staff and managers at all levels of seniority, while collaborating successfully with a diverse commission and stakeholders.
• Ability to self-organize and effectively establish workload priorities.
• Demonstrated ability to work both independently and collaboratively as part of a team.

☐ 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