State of California
DUTY STATEMENT
CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005766	Classification Title: Analyst II	Position Number: 835-304-5393-920
Incumbent Name: Vacant	Working Title: Analyst II Analyst II	Effective Date: TBD
Tenure: Limited Term	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Administrative Services Branch	Section/Unit: Administration Services/Business Services	Reporting Location: Cerritos, CA
Supervisor's Name: David Creech	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under direction of Supervisor I, the Analyst II performs a wide range of analytical staff services duties, including preparing reports, analyzing data, and developing recommendations related to procedures, policies, and programs. The incumbent assists with fleet management operations, primarily in the southern California offices, and supports the Departments Fleet Coordinator. The position requires independent work, teamwork, and functioning as lead analyst when assigned. Responsibilities also include support for leased facilities, ServiceNow requests, business services projects, contract administration, fleet operations, badge and building access management, Fi$Cal processes, stock receipts, invoicing, shipping and receiving, property and inventory control, and maintaining Business Services Unit (BSU) SharePoint sites.

Incumbent must have and maintain a current valid California driver's license, be able to travel via various means of public transportation methods, including, but not limited to commercial airlines, public shuttles, shared rental cars, etc. and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The incumbent must demonstrate strong verbal and written communication skills; follow oral and written instructions; remain flexible and open to change; and adapt quickly to shifting priorities. The Analyst II is expected to apply comprehensive knowledge of the State Administrative Manual (SAM), State Contracting Manual (SCM), departmental policies, and all applicable federal, state, and local laws and regulations.

Essential Functions (including percentage of time):

25% **Fleet Coordination**

The incumbent supports CalRecycle's Fleet Administration Program. This includes strong coordination with CalRecycle's Fleet Coordinator, Department of General Services (DGS) Fleet Operations, the Bureau of Automotive Repair, and the Department of Motor Vehicles to ensure departmental fleet operations comply with all state policies, regulations, executive orders, and requirements. The incumbent advises employees regarding state vehicle reservations and commercial rental use; ensures staff complete required Defensive Driver Training; maintains authorization forms for official travel and home storage permits; prepares fleet information for staff and management; develops and maintains fleet-related contracts, procurements, and budgets; prepares required fleet reports; and ensures fleet vehicles receive routine cleaning, servicing, and maintenance. The incumbent maintains accident reports, maintenance records, vehicle logs, telematics data, reconciliations, property surveys, transfers, and fleet card documentation; schedules repairs and preventative maintenance with DGS-approved facilities; reviews fleet invoices and enters requisitions in Fi$Cal; processes monthly WEX billing; evaluates departmental fleet needs; establishes fleet replacement or leasing priorities; and assists in developing and submitting the Fleet Acquisition Plan to DGS. A valid California Class C Driver License is required, and operation of state vehicles is essential to fulfill fleet duties.

25% **Building Liaison**

The incumbent provides support for facility-related service requests submitted through the BSU ServiceNow Help Desk. Responsibilities include reviewing requests, evaluating needs, assisting new staff, and updating floor plans using Microsoft Visio. The incumbent develops task lists and project schedules, submits required work requests and forms, and ensures work completion meets the requestor's expectations. The role includes coordinating shipping and receiving activities with programs, contractors, vendors, and property management; communicating departmental or property management updates; conducting research and assisting with analysis of building service needs; submitting work orders; monitoring ServiceNow tickets; conducting follow-up actions; and attending necessary meetings and training.

25% **Facility Coordinator**
The incumbent provides support for CalRecycle facilities statewide, including Sacramento, West Sacramento, Riverside, Cerritos, Clovis, and San Diego. Responsibilities include serving as a point of contact for building property managers, vendors, and storage facilities; ensuring timely facility payments; and maintaining lease files by coordinating, tracking, and compiling leases, invoices, and related documentation for distribution to management, Accounting, and the State Controller's Office. The role includes assisting with tenant improvements and building issue resolution, assisting with gathering data for annual SARC reporting; coordinating office moves, modular furniture installations, reconfigurations, shredding services, and shipping/receiving needs; operating building access systems such as Brivo and IMRON; responding to ServiceNow inquiries; processing access card and key requests; and supporting relocations, voice/data coordination, and equipment transfers between field offices and the warehouse. The incumbent also assists with facility-related contracts, works with the Contracts Unit to develop or renew Statements of Work, maintains contract files, processes invoices, and reconciles discrepancies.

20% **Capitalized and Non-Capitalized Asset. Property Survey, & Fi$Cal Coordinator**
The incumbent supports Non-IT Goods Procurement serving as a requestor for facility-related purchases and performs duties as a Fi$Cal Receipt Clerk, coordinating with Accounting and division liaisons to reconcile stock receipts with purchase orders and resolve discrepancies. The role includes supporting the department's capitalized and non-capitalized asset program by tagging and tracking assets; ensuring compliance with state laws, regulations, executive orders, and environmental and fiscal policies; entering asset information into Fi$Cal; using bar-scanning technology to track assets; assisting with triennial physical inventories; preparing audit reports; and attending necessary meetings and training. The incumbent supports the Property Survey Program in coordination with the Department of General Services State and Federal Property Reuse Program Office. Responsibilities include obtaining management and DGS approval for property disposal, recycling, or transfer; maintaining inventory tracking spreadsheets and SharePoint lists; serving on the Property Survey Board; compiling and submitting required documents and reports; assisting with triennial physical inventories; and attending related meetings and training.

Marginal Functions (Including a percentage of time):

5% The incumbent provides backup support for other Business Services Analysts as needed. Duties may include assisting with fleet reservations, resolving facility maintenance issues, responding to field staff inquiries, coordinating general office supply replenishment, and supporting the Information Technology team with facility-related equipment activities.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

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Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☒ Duties require Valid California Driver's License and if applicable participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☒ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date