Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/2015)

Classification Title Analyst I	**Board/Bureau/Division** Contractors State License Board (CSLB or Board) / Division of Administration
Working Title Business Services Analyst	**Office/Unit/Section/Geographic Location** Business Services/Payables / Sacramento
Position Number 622-110-5157-805	**Name and Effective Date**

General Statement: Under the supervision of the Supervisor I, the Analyst I performs analytical and technical assignments supporting the CSLB Business Services functions statewide. Responsibilities include contract and procurement support, facilities and space planning coordination, fleet and inventory management, training and travel coordination, emergency preparedness and continuity planning, and related administrative functions. Duties include, but are not limited to, the following:

A. <u>Specific Activities</u> [Essential (E) / Marginal (M) Functions]

35% (E) Contracting, Procurement, and CalCard Administration

Prepare and process less complex CSLB contract requests for the Department of Consumer Affairs (DCA) approval, including standard agreements, interagency agreements, Maintenance Service Agreements (MSA), and California Multiple Award Schedule (CMAS) purchases. Develop and write renewals and amendments to contracts. Assist programs in identifying service needs, researching options, reviewing contractor performance, and preparing Statements of Work (SOW), payment schedules, Requests for Proposal (RFP), Invitations for Bid (IFB), and required justification documents such as Non-Competitive Bids (NCB) and Information Technology Purchase Plans (ITPP). Identify budgeting and accounting issues related to contract administration. Interpret and apply contract laws, rules, and regulations.

Coordinate solicitation activities; support Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation; and review documents for compliance with the State Contracting Manual (SCM), Public Contract Code (PCC), State Administrative Manual (SAM), and other control-agency requirements. Maintain tracking tools for contract deliverables, invoices, and performance.

Prepare and process less complex procurement requests, bids, research alternatives, develop specifications, and coordinate with Information Technology (IT), Telecommunications (Telecom), and facilities personnel to ensure compatibility with operational needs. Maintain procurement records, reconcile invoices, support vendor issue resolution, and recommend updates to internal

procedures based on policy changes. Ascertain the most cost-effective item for the Board and obtain and award bids. Request Revolving Fund checks for various expenditures when vendors will not accept CalCard or purchase orders. Ensure that there are no discrepancies in items ordered versus items received. Interpret and apply procurement laws, rules, and regulations.

Serve as a Purchasing Card (CalCard) purchaser or administrator when assigned. Establish and close accounts, train cardholders, audit statements, reconcile monthly reports, issue notices of improper use, and communicate updated requirements. Track assets associated with purchases and assist with tagging activities.

25% (E) Facilities, Space Planning, and Safety Coordination

Perform less complex facilities coordination tasks for CSLB headquarters and field offices, including relocations, site coordination, space planning, telecommunications installations, and vendor activities for moves, repairs, or facility modifications. Coordinate with CSLB programs, DCA, and DGS on developing schedules, plans, and supporting documentation for buildouts and operational needs

Process facility service requests; monitor progress; and coordinate with the DCA, Department of General Services (DGS), the Real Estate Services Division (RESD), property management companies, and vendors. Assist CSLB management and DCA in gathering data for lease renewals, cost assessments, and required reporting. Maintain facility security access systems by issuing and canceling badges, preparing related reports and conducting annual audits. Provide ongoing facility reviews concerning safety, accessibility, storage, and operational needs statewide; coordinate resolutions with property management; or provide recommendations to CSLB programs and the BSU Manager. Support file room operations in accordance with approved retention schedules; recommend consolidation, electronic storage, or organizational improvements. Travel to CSLB offices as needed to support facility or safety-related activities.

15% (E) Fleet, Inventory, and Property Control

Perform less complex fleet management duties, including maintaining records related to maintenance, repairs, mileage, condition assessments, Department of Motor Vehicles (DMV) documentation, incidents, and vehicle surplus activities. Identify vehicles meeting repair or replacement thresholds and provide supporting data to management. Assist the Analyst IIs in assessing CSLB fleet needs and in preparing the required Fleet Acquisition Plan (FAP) in accordance with DCA policies, guidelines, procedures, state mandates, and SAM requirements.

Maintain fleet spreadsheets or databases including mileage logs, home-storage requests, and fuel usage. Coordinate repair authorizations within delegated limits and assist with vendor account setup. Prepare utilization, under-utilization, and lifecycle reports to support management decision-making.

Maintain CSLB's inventory and property tracking systems in compliance with SAM, DGS, and DCA requirements. Coordinate redistribution, tagging, surplus, and secure release of state property. Plan and support annual physical inventory audits at all CSLB locations, including scheduling, onsite verification, and documentation. Coordinate vendor pickup and delivery of surveyed equipment.

10% (E) Training, Travel, and Administrative Coordination

Review and process training requests; ensure compliance with state training policies; maintain calendars and records; schedule sessions; track completion; and process invoices. Assist divisions with identifying training needs and preparing related documentation, including Statements of Work (SOW) when necessary.

Serve as liaison for the California Automated Travel Expense Reimbursement System (CalATERS) and the Concur travel system, assisting staff with system requirements, monitoring reimbursements and advances, and researching discrepancies.

Provide administrative support for general business services assignments as needed.

10% (E) Emergency Preparedness and Continuity Planning

Serve on the Emergency Response Team. Maintain and update CSLB's Emergency Response and Evacuation Plan (EREP), including procedures, maps, rosters, and site-specific instructions. Support delivery of emergency preparedness training statewide.

Conduct readiness assessments at CSLB offices, document observations, recommend corrective actions to supervisors, and track follow-up activities. Assist with annual updates to the Business Continuity Plan (BCP), including researching requirement changes, preparing procedural updates, and coordinating review and approval with DCA.

Facilitate communication with stakeholders and travel to field offices as needed to support emergency preparedness or safety-related activities.

5% (M) Additional Assignments

Participate in required training; support special projects; and perform other related duties as assigned.

B. <u>Supervision Received</u>

The Analyst I reports directly to and receives the majority of assignments from the Supervisor I and may also receive directions and assignments from the Supervisor II. In addition, the incumbent will work independently to address and complete assignments requested by CSLB Executive or Division Chiefs.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Analyst I will have frequent contact with CSLB staff and management, vendors, property managers, DCA staff, and units within the Department of General Services (DGS).

F. Actions and Consequences

Failure to follow SAM, SCM, PCC, State Information Management Manual (SIMM), and applicable DCA or CSLB policies may result in delays, compliance issues, or interruptions to CSLB operations or delegated authorities.

G. Functional Requirements

The Analyst I works 40 hours a week in an office setting with artificial light and temperature control. The ability to use a personal computer, including Microsoft applications, copier, fax, and telephone is essential. The incumbent must occasionally position self to perform a variety of tasks, including retrieval of files or equipment, and must frequently move about to and/or from workstations, worksites, sometimes outdoors in inclement weather, and occasionally move equipment and supplies up to 20 pounds. The incumbent is required to occasionally travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The Analyst I must exercise confidentiality and discretion due to the sensitivity of the documents handled. The incumbent must stay current on control agency and DCA requirements, including SAM, SCM, SIMM, PCC, management memos, and budget letters, and apply this knowledge to determine contractual requirements and legal implications while advising clients appropriately. Strong written, verbal, and analytical skills are essential, as is the ability to manage multiple priorities and deadlines while working collaboratively. Regular and consistent attendance is required.

The incumbent must possess a valid driver's license, a good driving record, and is expected to drive vehicles safely. The incumbent shall participate in DMV's Employer Pull Notice Program (EPN), which is a process for providing the Department with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license added to the driver's DMV record.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest

Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

_____

Employee's Signature Date

_____

Employee's Printed Name

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

_____

Supervisor's Printed Name, Classification

Revised: 11/2026
Approved: 11/2026 HM

Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/2015)

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Working Title Business Services Analyst	**Office/Unit/Section/Geographic Location** Business Services/Payables / Sacramento
Position Number 622-110-5393-805	**Name and Effective Date**

General Statement: Under the direction of the Supervisor I, the Analyst II independently performs journey-level analytical and technical assignments supporting the CSLB Business Services functions statewide. Responsibilities include contract and procurement support, facilities and space planning coordination, fleet and inventory management, training and travel coordination, emergency preparedness and continuity planning, and related administrative functions.
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Provide analytical and administrative support for CSLB's statewide fleet. Maintain records related to maintenance, repairs, mileage, condition assessments, Department of Motor Vehicles (DMV) documentation, incidents, and vehicle surplus activities. Identify vehicles meeting repair or replacement thresholds and provide supporting data to management. Coordinate with management to assess CSLB fleet needs and provide DCA with the required Fleet Acquisition Plan (FAP) in accordance with DCA policies, guidelines, procedures, state mandates, and SAM requirements.

Maintain fleet spreadsheets or databases including mileage logs, home-storage requests, and fuel usage. Coordinate repair authorizations within delegated limits and assist with vendor account setup. Prepare utilization, under-utilization, and lifecycle reports to support management decision-making.

Maintain CSLB's inventory and property tracking systems in compliance with SAM, DGS, and DCA requirements. Coordinate redistribution, tagging, surplus, and secure release of state property. Plan and support annual physical inventory audits at all CSLB locations, including scheduling, onsite verification, and documentation. Coordinate vendor pickup and delivery of surveyed equipment.

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D. Administrative Responsibility

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E. Personal Contacts

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_____

Employee's Signature Date

_____

Employee's Printed Name

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

_____

Supervisor's Printed Name, Classification

Revised: 10/2026
Approved: 11/2026 HM