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	
31397	Facilities Management Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Headquarters - Administration - Employee Resources	707 3rd Street, 3rd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst III	308-100-5402-XXX	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	
Analyst III	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 the general direction of the Supervisor I, the Analyst III serves as the lead Employee Resources Liaison for the Facilities Management Division (FMD), providing expert consultation and guidance on personnel management, position control, organizational planning, and automated systems implementation. The incumbent independently performs the more complex and sensitive personnel assignments, leads division-wide special projects, and coordinates efforts across multiple programs and stakeholders. The position exercises a high degree of technical expertise, analytical skill, and professional judgment to ensure compliance with State and departmental policies, support strategic workforce planning initiatives, and implement modernization and business process improvement efforts that enhance the efficiency and effectiveness of FMD Business Operations.

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%	Independently performs complex, sensitive, and high-impact request for personnel action, including Career Executive Assignments, reorganizations, new positions, and reclassifications. Analyzes classification, organizational, and funding requirements; develops and implements strategic recommendations; drafts duty statements and organization charts; ensures compliance with applicable laws, rules, and policies; manages tracking systems; conducts organizational and structural analyses; and provides subject matter expertise, technical guidance, and consultative services to management.

PERCENTAGE	DESCRIPTION
30%	Leads and manages complex modernization and business process improvement initiatives for the FMD, independently direct project planning, stakeholder engagement, timelines, and deliverables. Develops and implements system, process, and policy enhancements that improve personnel operations and ensure compliance with State and departmental requirements. Analyzes business needs and operational challenges, develops strategic recommendations, and designs sustainable solutions that support organizational objectives. Drafts, reviews, and maintains personnel procedures, process documentation, and reference materials to promote consistency, operational continuity, and knowledge transfer. Collaborates with cross-functional partners and advisory groups to research, develop, and implement innovative business solutions. Provides technical guidance on personnel-related matters, supports employee onboarding activities, and prepares complex reports, analyses, and recommendations for executive and management decision-making.
20%	Manages and maintains organizational charts and position control systems; analyzes workforce and position data; develops and recommends organizational and staffing adjustments; prepares vacancy reports, tracking tools, and management reports to support workforce planning and operational decision-making. Researches and evaluates personnel issues, develops recommendations, and updates procedures, guidance, and reference materials to ensure compliance with applicable laws, regulations, and departmental policies. Provides consultative services to FMD management and staff on complex personnel matters by collaborating with the Office of Human Resources (OHR) to analyze, research, and interpret personnel laws, regulations, control agency requirements, and departmental policies and procedures. Advises managers and supervisors regarding classification, recruitment, minimum qualifications, list eligibility, and leave-related matters, and provides technical guidance to staff regarding background clearances, medical clearances, post and bid processes, leave administration, recruitment, and employment requirements. Develops recommendations and delivers accurate, comprehensive guidance to support informed decision-making, ensure compliance, and promote effective human resources management practices throughout the division.
10%	Represents the FMD in meetings, workgroups, and collaborative forums by providing program expertise, gathering information, and communicating operational needs and recommendations. Independently develops, administers, and evaluates surveys and other data collection tools; analyzes results and trends; prepares reports and recommendations; and coordinates follow-up activities to support program objectives and continuous improvement efforts. Serves as a subject matter resource on assigned program areas by providing technical guidance, operational insight, and consultative support to internal and external stakeholders. Collaborates with program partners and subject matter experts to research, develop, review, and enhance program tools, processes, and assessment methodologies to ensure alignment with organizational needs, operational requirements, and established standards.

☐ Current
☑ Proposed

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Facilitates meetings and workgroups by coordinating agendas, tracking action items, communicating status updates, and supporting the exchange of information among stakeholders. Develops and presents reports, staffing updates, and analytical findings to support program operations and management decision-making. Assists in the development and delivery of training, guidance, and informational resources for management and staff; communicates procedural changes and operational updates to promote consistent application of policies and processes. Participates in divisional and cross-functional projects by conducting research, analyzing issues, developing recommendations, and supporting the implementation of business solutions and process improvements. Serves as a technical resource to staff by providing guidance and knowledge transfer on program policies, procedures, and analytical methodologies. Contributes to a culture of continuous improvement through the identification of operational efficiencies, process enhancements, and best practices. Performs other duties consistent with the classification and assigned responsibilities.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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

Multi-task, meet deadlines and adjust to changing priorities.
Daily use of computer and a variety of office software applications.

DESIRABLE QUALIFICATIONS

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