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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:
Under minimal direction from a Staff Services Manager I, the Associate Management Analyst shall have primary responsibility for the agency's facilities planning and space projects, workspace safety, including all CPUC offices and state-wide lease office spaces for employees associated with the DDTP program.

ESSENTIAL FUNCTIONS:

30%
Facilities and Space Planning:
- Meets, gathers and analyzes data and info from division management and staff on any space-related needs: internal, external, temporary, long-term, new organizational and/or construction projects, new and renewed leases for private facilities, etc. This scope also extends to the nine, state-wide Service Centers and Administrative Office for responsible employees of the DDTP.
- Serves as project manager and prepares space recommendations to management, including budgetary and personnel considerations; prepares project timeline schedules; develops and submits projected staffing growth for office space and program needs for the agency; develops and prepares budget and funding documents for space-related assignments; develops and prepares any contract and purchasing documents for related projects.
- Has primary responsibility negotiating terms & conditions of new and renewal property leases for DDTP offices and for all four Sacramento CPUC offices. Ensures compliance with State codes and regulations for all State facilities and private property leases.
- Meets routinely with DGS staff, Commission staff, DDTP personnel, contract vendors, and others as required to undertake, assist in, and complete projects related to Facilities Planning.

30%
Pre-Emergency Preparation
- Responds to complaints of unsafe workspace conditions, documents and investigates all complaints, and takes/verifies appropriate remedial action, if found.

Administration
- Perform basic word processing functions and data entry in to job specific software applications.
- Prepares records and reports activities.
- Reviews incident and other reports completed due to workplace/building emergencies.
- Maintain a basic knowledge of the Building Emergency Response Team (BERT) procedures, strategies and principles during preplanning and response.

(continued)
ESSENTIAL FUNCTIONS: (continued)

- Maintains a strong knowledge, skills and abilities commensurate with responsibilities.
- Performs other related duties and tasks, as required.

Mitigation of Emergencies

- Participates in incident response resolution.
- Performs routine workplace spaces at all CPUC facilities.
- Ability to inspect workplace spaces in accordance with Cal OSA standards and implement all attributing statutes.
- Assures proper reporting of unsafe conditions to the appropriate party(s) and takes immediate remedial action to prevent accidents and injuries.
- Assures that unsafe conditions are remediated.

Other Management Analysis Duties:

- Develops and prepares annual Facilities Infrastructure BCP in conjunction with DGS/Building Property Management and CPUC management. Assists with the implementation of any special building repair and/or project in approved BCP.
- Provides analysis and technical support for other management analysis and/or facilities operations assignments, including security and tenant improvements. Provides CPUC management with written and/or oral recommendations as needed.

Gathers, analyzes and provides feasibility studies for major equipment purchases and/or leases for the agency. Provides review and analysis of the Business Services operations and any methods improvements.

MARGINAL FUNCTIONS:

Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES [From Class Specs]

Knowledge of: Analysis methods, study plan preparation, statistical methods, organizational theory, principles of verbal and written expression, principles of human relations, State Government process in relation to management analysis; principles and practices of policy formalization; group leadership; principles of data processing and automation; principles and practices of personnel management. Applicants must demonstrate the acquisition of the required knowledge through activities such as the following: A. Appropriate in-service training courses. B. University or college courses. C. Planned self-study. D. Active participation in a professional group.

Ability to: Perceive fundamental course of action and develop logical yet realistic conclusions and recommend appropriate action; visualize improvements, and originate and develop new solutions which depart from traditional and existing patterns; work with others; present ideas at the right time and in the right way; willingness to assume responsibility, belief in recommendations; capacity to inspire confidence and trust.
WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.
- The employee must possess mobility to work in a standard office setting and use standard office equipment, including a computer, ability to read printed materials and a computer screen; communicate in person, before groups, and over the telephone; skills needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers to open and close to retrieve and file information. Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.
- Occasional travel throughout the state.

SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR’S NAME (Print)  Scott Finger  SUPERVISOR’S SIGNATURE  DATE

EMPLOYEE’S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE’S NAME (Print)  EMPLOYEE’S SIGNATURE  DATE