

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services		EFFECTIVE DATE
BRANCH/SECTION Business Services		CLASS TITLE Associate Management Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-103-5246-012
<p>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.</p>		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under general direction, of the Staff Services Manager I (SSMI), the Associate Management Analyst shall have primary responsibility for the agency's facilities planning and space projects, including all CPUC offices and state-wide leased office spaces for employees associated with the Deaf and Disabled Telecommunications Program (DDTP).</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p>	
40%	<p><b><u>Facilities and Space Planning:</u></b></p> <ul style="list-style-type: none"> <li>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 responsible for employees of the DDTP.</li> <li>Serves as a 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 all contract and purchasing documents for related projects.</li> <li>Has primary responsibility negotiating terms &amp; conditions of new and renewal property leases for all CPUC and DDTP offices. Ensure all State facilities and private property leases are in compliance with State codes and regulations.</li> <li>Meets routinely with CPUC staff, Department of General Services (DGS), DDTP personnel, contract vendors, and others as required to assist in, and complete projects related to Facilities Planning.</li> <li>Requires frequent travel throughout the state.</li> </ul>	
30%	<p><b><u>Other Analysis Duties:</u></b></p> <ul style="list-style-type: none"> <li>Develops and prepares annual Facilities Infrastructure Budget Change Proposal (BCP) in conjunction with DGS/Building Property Management and CPUC management. Assists with the implementation of any special building repairs and/or projects in the approved BCP.</li> <li>Provide analysis and technical support for other analysis and/or facilities operations assignments, including security and tenant improvements. Provide CPUC management with written and/or oral recommendations as needed.</li> </ul>	

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20%	<p>Gathers, analyzes and provides feasibility studies for major equipment/asset purchases and/or leases for the agency. Provides review and analysis of the Facilities Unit's operations and any process/method improvements.</p>
10%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Assist SSM I with special projects as required, and other job related duties.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b> <i>[From Class Specs]</i></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</li> <li>• The employee must be able to communicate in person, before groups, and over the telephone.</li> <li>• Occasionally bend, stoop, kneel, reach, push, and pull drawers to open and close to retrieve and file information.</li> <li>• Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds</li> <li>• Frequent travel throughout the state to include overnights, long distances and several days at a time.</li> </ul>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>	
<b>SUPERVISOR'S NAME (Print)</b> Tanzina Enam	<b>SUPERVISOR'S SIGNATURE</b>  <b>DATE</b> 
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>	
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.	
<b>EMPLOYEE'S NAME (Print)</b> 	<b>EMPLOYEE'S SIGNATURE</b>  <b>DATE</b> 