

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 23181	DGS OFFICE or CLIENT AGENCY Office of Fleet and Asset Management	
UNIT NAME Statewide Travel Program	HEADQUARTERS (FULL ADDRESS) 1700 National Drive, Sacramento, CA 95834	
CLASS TITLE Associate Governmental Program Analyst	TENURE Permanent	
TIME BASE Full Time	IDENTIFY THE TIME BASE FRACTION (Ex: 1/2, 2/3, etc.)	
SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 am to 5:00 pm	POSITION NUMBER 306-115-5393-006	CBID R01
WORKING TITLE Travel Specialist	PROBATIONARY PERIOD 6 months	WORK WEEK GROUP WWG 2 – Covered by FLSA
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearing 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 SUMMARY

Under direction of the Statewide Travel Manager (SSM I), this position serves as a state travel analyst responsible for a wide range of complex research, analytical, and special project functions for the Office of Fleet and Asset Management's Statewide Travel Program (STP) to provide efficient and cost-effective travel for the State of California.

POSITION REQUIREMENTS Conflict of Interest Background Clearance Background Clearance
FTB Medical Clearance Typing Travel DMV Pull Notice Driver's License and Class Work in Multiple
Locations Bilingual Fluency Telework Other (please describe
below)

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

Travel may be required frequently, sometimes overnight, alone or with others, locally and out of town for meetings, presentations and training utilizing various modes of transportation.

This position is eligible for telework 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

ESSENTIAL FUNCTIONS Primary reason the position exists and the basic job duties that an employee must be able to satisfactorily perform with or without reasonable accommodation to be able to fulfill the position.

PERCENTAGE	DESCRIPTION
35%	Plans, leads, develops and executes statewide travel trainings and consultative services to STP user agencies by developing a comprehensive project plan and conducting workshops, program consultations, and advisory meetings utilizing computer, software programs, email and telephone in order to present new and existing programs for an efficient and cost-effective centralized travel

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PERCENTAGE	DESCRIPTION
	program and to ensure excellent, courteous customer service is provided to STP user agencies and external and internal stakeholders.
35%	Leads the contract solicitation and procurement process as an expert to write the scope of work for travel management contracts by confirming the inclusion of all objectives, variables, deliverables, projected expectations, tasks and implementation timelines using computer and related software applications in order to comply with all contracting rules and requirements to ensure legal accuracy through evaluation, interpretation and application of relevant government codes, regulations and policies.
15%	Develops, evaluates and monitors performance measurements of statewide travel initiatives and implementations by conducting research, analyzing data in the travel industry and preparing reports and recommendations as requested by management utilizing various tools and computer software programs to ensure travel program improvements and new travel initiatives in order to identify travel trends, issues and new strategies to generate additional revenue for the program.
10%	Provides guidance and quality control reviews by responding to inquiries from STP user agencies by researching the State Contracting Manual (SCM) and the State Administrative Manual (SAM), and preparing reports and writing issue papers on travel-related matters in order to provide efficient and cost-effective travel for the State of California using various computer software, current SCM and SAM volumes, DGS Management Memos and other rules and regulations to ensure user agencies are following travel policy.

MARGINAL FUNCTIONS Functions that can either be eliminated or reassigned

PERCENTAGE	DESCRIPTION
5%	Represents DGS by participating in various meetings and stakeholder groups, establishing and maintaining liaisons with other state agencies and local government agencies, and providing backup to analysts in the unit using MS Teams, Microsoft Office applications, and other forms of communication to achieve department goals and objectives and to ensure excellent customer service is provided.

RESPONSIBILITY FOR DECISIONS

Acts as subject matter expert for statewide travel related contracts, monitoring policies, service level agreements, making recommendations to management, and resolving issues with various vendors and external agencies.

SUPERVISION EXERCISED (IF APPLICABLE)

Not applicable.

ADMINISTRATIVE RESPONSIBILITY

Involved in program initiatives, and strategic plans. Plans, develops, leads programs, objectives and initiatives.

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Current

Proposed

PERSONAL CONTACTS

Interaction with internal department officials, external government agencies, and contracted vendors.

CONSEQUENCE OF ACTIONS

Errors can cause an impact on time, public funds, and policy violation for internal and external government departments.

WORK ENVIRONMENT

- Artificial light
- Cubicle setting with modular furniture and overhead cabinets
- Fast-paced work environment with competing deadlines and changing priorities
- May be required to work overtime and/or varied shifts for coverage, workload fluctuations, and/or emergency response
- Professional office environment
- Temperature controlled office environment

PHYSICAL REQUIREMENTS

Remain stationary (seated or standing) for an extended period of time
Frequency 75% or more

Remain seated for an extended period of time
Frequency 75% or more

Use of a personal computer and/or tablet, cell phone, etc.
Frequency 75% or more

Driving an assigned vehicle for extended periods of time
Frequency less than 25%

Entering and exiting vehicles
Frequency less than 25%

Manual Dexterity

Manual dexterity to repetitively grip, grasp, and manipulate hand movement while using tools (e.g., screwdrivers, wrenches, sockets, etc.) or equipment (e.g., mouse, keyboard and/or 10-key, etc.) applicable to job being performed
Frequency 75% or more

Physical and/or manual labor

Work involves reaching, stretching, bending, stooping, kneeling, and/or moving about to perform duties
Frequency less than 25%

Pushing, pulling, lifting, and/or carrying objects up to 15 pounds
Frequency less than 25%

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 Current Proposed**Diversity, Equity, Inclusion, and Access Statement**

DGS actively strives to create a culture of Diversity, Equity, Inclusion, & Access (DEI&A) where differences are valued, staff are treated with respect and encouraged to participate, and innovation is fostered. DGS is committed to ensuring DEI&A principles are an integral part of each facet of the organization.

Reasonable Accommodation Statement

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

OHR Use Only

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED