

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

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| INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| DFW DIVISION/BRANCH/REGION/OFFICE License and Revenue Branch | POSITION NUMBER (Agency-Unit-Class-Serial) 565-012-5157-808 |
| UNIT NAME AND LOCATION Administration - Sacramento | CLASS TITLE Staff Services Analyst |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |

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| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the California Department of Fish and Wildlife (CDFW) License and Revenue Branch (LRB) Chief, the incumbent works as an analyst. This position requires the application of state laws, policies, and regulations to the areas of contracts, procurement, accounting, personnel, facilities management, and budgeting. |
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| PERCENTAGE 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 THE REVERSE SIDE IF NECESSARY.) |
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| 35% | ESSENTIAL FUNCTIONS: Under supervision, reviews and applies policies and procedures set forth by the State Contracting Manual (SCM) Volumes 1, 2, 3 and FI\$Cal, and the CDFW Procurement Manual. Collaborates with Business Management Branch (BMB) staff to prepare, review for compliance, and process documents associated with requisitions, purchase orders, requests for quotes, and other contracting and procurement methods. Acts as a contract manager and contract coordinator for payable, receivable, and short form contracts. Collaborates with Accounting Services Branch (ASB) staff to resolve accounting discrepancies and process invoices. Responsible for entering and processing procurements and contracts through FI\$Cal and CDFW's Contract Request Tracking System. |
| 30% | Under supervision, acts as the LRB Personnel Liaison and serves as a contact between the LRB and Human Resources Branch (HRB). Duties include preparing and submitting Request for Personnel Action (RPA) packages, assisting with recruitment, interviewing, and onboarding activities; handling sensitive personnel documents; and involvement in confidential personnel discussions. The incumbent maintains organizational charts, assists with developing new and revising existing duty statements, prepares and submits examination requests, maintains LRB staff contact information internally and via the CDFW iNTRANET, and performs the duties of safety officer, ergonomic program representative, and training coordinator. |
| 10% | Under supervision, collaborates with BMB and other entities to maintain and resolve facility maintenance issues. Serves as the primary LRB Building Contact for the California Natural Resources Agency building, reporting and assisting LRB employees with resolving facility related issues. Acts as the inventory custodian; performs annual equipment inventories; prepares, processes, and maintains equipment records; and arranges for the appropriate removal of surveyed property. Maintains and replenishes office supply stock. |
| 10% | Under supervision, utilizes the Automated Data System (ALDS) and FI\$Cal to remit money to customers for license, tag, permit, and other entitlement overpayments. Works in collaboration with ASB on undelivered customer refund inquires and to resolve any discrepancies. |
| | Under supervision, monitors the LRB's budget by projecting and tracking expenditures monthly using |

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| 10% | FI\$Cal reports, spreadsheets, and Microsoft Power BI; prepares and processes budget related documents including operating budget adjustments and new Project ID requests. Analyzes preliminary and updated budget allocations and works with Budget Branch analysts to research and resolve problems and discrepancies. |
| 5% | <p>NON-ESSENTIAL FUNCTIONS:</p> <p>Performs administrative tasks, including tracking of time worked; attends career development training programs and seminars as appropriate to contribute to the achievement of LRB goals and objectives.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Ability to take initiative, act independently and as part of a team; open-mindedness, flexibility, and tact. The ability to work effectively with internal and external stakeholders, multitask and manage several projects simultaneously, and demonstrate strong verbal, non-verbal, and written communication skills.</p> <p>Skill to: Effectively utilize Microsoft Office products and various third-party software applications to complete assignments; identify problems and provide recommendations to mitigate and/or resolve them.</p> <p>WORKING CONDITIONS: Requires the use of a computer, keyboard, and mouse for several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Occasional travel may be required to participate in meetings.</p> |

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

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| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

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| DFW DIVISION/BRANCH/REGION/OFFICE License and Revenue Branch | POSITION NUMBER (Agency-Unit-Class-Serial) 565-012-5393-808 |
| UNIT NAME AND LOCATION Administration - Sacramento | CLASS TITLE Associate Governmental Program Analyst |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-012-5393-808 |

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| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the California Department of Fish and Wildlife (CDFW) License and Revenue Branch (LRB) Chief, the incumbent works as an analyst. This position requires the application of state laws, policies, and regulations to the areas of contracts, procurement, accounting, personnel, facilities management, and budgeting. The incumbent should possess the ability to work effectively with internal and external stakeholders, multitask and manage several projects simultaneously, and demonstrate strong verbal, non-verbal, and written communication skills. |
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| 35% | <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Independently reviews and applies policies and procedures set forth by the State Contracting Manual (SCM) Volumes 1, 2, 3 and FI\$Cal, and the CDFW Procurement Manual. Collaborates with the Business Management Branch (BMB) to prepare, review for compliance, and process documents associated with requisitions, purchase orders, requests for quotes, and other contracting and procurement methods. Acts as a contract manager and contract coordinator for payable, receivable, and short form contracts. Collaborates with the Accounting Services Branch (ASB) to resolve complex accounting discrepancies and process invoices. Responsible for entering and processing procurements and contracts through FI\$Cal and CDFW's Contract Request Tracking System. Functions independently as the License and Revenue Branch liaison with printing vendors. Develops and writes specifications for all printing orders and inventory procurement used by the sport fishing, hunting, waterfowl, special permit, and commercial fishing programs. Maintains timelines and charts to determine quantities, costs, and adjustments, and coordinates with LRB program analysts and printing vendors to assure the timely delivery of quality products. Independently follows established guidelines to prepare bid packages submitted to the Department of General Services, Office of Procurement (DGS), Office of State Publishing (OSP), and private vendors for the printing of revenue and nonrevenue items.</p> |
| 30% | <p>Serves as the LRB Personnel Liaison and serves as a contact between the LRB and Human Resources Branch (HRB). Duties include preparing and submitting Request for Personnel Action (RPA) packages, assisting with recruitment, interviewing, and onboarding activities; handling sensitive personnel documents; and involvement in confidential personnel discussions. The incumbent maintains organizational charts, assists with developing new and revising existing duty statements, prepares and submits examination requests, maintains LRB staff contact information internally and via the CDFW iNTRANET, and performs the duties of safety officer, ergonomic program representative, and training coordinator.</p> |
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| 10% | Utilizes the Automated Data System (ALDS) and FI\$Cal to remit money to customers for license, tag, permit, and other entitlement overpayments. Works in collaboration with ASB on undelivered customer refund inquires and to resolve any discrepancies. |
| 10% | Monitors the LRB's budget by projecting and tracking expenditures monthly using FI\$Cal reports, spreadsheets, and Microsoft Power BI; prepares and processes budget related documents including operating budget adjustments and new Project ID requests. Analyzes preliminary and updated budget allocations and works with Budget Branch analysts to research and resolve problems and discrepancies. |
| 5% | <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Performs administrative tasks, including tracking of time worked; attends career development training programs and seminars as appropriate to contribute to the achievement of LRB goals and objectives.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Ability to take initiative, act independently and as part of a team; open-mindedness, flexibility, and tact. Strong interpersonal communication is highly desirable.</p> <p>Skill to: Effectively utilize Microsoft Office products and various third-party software applications to complete assignments; identify problems and provide recommendations to mitigate and/or resolve them.</p> <p>WORKING CONDITIONS: Requires the use of a computer, keyboard, and mouse for several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Occasional travel may be required to participate in meetings.</p> |

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