

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 24360	DGS OFFICE or CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	
UNIT NAME State Metrics, Analytics, Reporting & Telematics(SMART)	REPORTING LOCATION 1700 National Drive, Sacramento, CA 95834	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 a.m. - 5:00 p.m.	POSITION NUMBER 306-112-4800-003	CBID S01
CLASS TITLE Staff Services Manager I (SSM I)	WORKING TITLE SMART Team Manager-Telework Option	
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 Expectations of Supervisors and Managers 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 managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under general direction of the State Fleet Asset Manager (Staff Services Manager II) of OFAM's State Fleet Asset Management Program, the SSM I serves as the SMART Team Manager responsible for the oversight and management of reporting on the State's \$2 billion plus motor vehicle fleet which has annual expenditures exceeding \$250 million and managing three Research Data Staff responsible for the data processing and reporting for mandated state fleet reports.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Directs SMART team staff in activities of data collection, validation, aggregation, analysis, visualization, and presentation, in developing and utilizing research methodology and techniques, and in performing quantitative research and statistical analysis utilizing Fleet Asset Management System (FAMS), FleetFocus, Financial Information System for California (FI\$Cal), Geotab, Microsoft Excel and Power BI to ensure completion of mandated annual state fleet reports, ad-hoc data analyses and reports, Public Records Act requests, and any special projects as needed, to improve SMART team's data processing and reporting processes and procedures, and to provide OFAM Executive Management, other government entities and stakeholders with consultative advice on the feasibility and potential impact of a variety of program operations, projects, policy proposals and initiatives on the state fleet in order to support the state fleet's goals of right-sizing the fleet, reducing greenhouse gases, and increasing the use of alternative fuel vehicles (AFVs).
20%	Leads SMART team staff, offers support to state fleet coordinators, and collaborates with FI\$Cal and DGS Enterprise Technology Solutions by providing procedural guidance, support and expertise in FI\$Cal asset management module and FAMS database and its features, confirming proper data upload and updates in FAMS portal, and troubleshooting and enhancing FI\$Cal and FAMS interface utilizing FI\$Cal, FAMS, and MS Excel to ensure efficient data flow from FI\$Cal to FAMS and the processing of data change requests and service tickets from fleet coordinators in order to resolve

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	any missing and/or inaccurate fleet data reported to FAMS portal. Additionally, serves as the product owner for FAMS 3.0 by collaborating with DGS ETS, FI\$Cal, Geotab, and customer departments, participating in SCRUM meetings, writing stories, accepting functionalities, and communicating project progress to OFAM executives to ensure the facilitation of system integration and enhancement in order to enable state departments to report their fleet data into FAMS 3.0 via Application Programming Interface (API) connection.
15%	Oversees SMART team staff in performing duplicate replacement asset research, asset data, utilization and usage data gap analyses, and e-miles reports, in monitoring and tracking fleet asset, usage, and fuel consumption data reported by fleet operating departments, in developing and implementing efficient and effective data management methodology utilizing FI\$Cal, FAMS, Fleet Focus, MS Excel, and MS Power BI to ensure departments' compliance with the state's fleet reporting requirements and OFAM FAMS unit receives accurate and complete data necessary to process the fleet acquisition plans in order to maintain accurate and complete annual and historical fleet acquisition data.
15%	Supervises, directs, develops, and reviews the work of a hybrid workforce by centralizing communication to virtual platforms to communicate unit goals and objectives, establishing performance expectations and promoting a results-based culture, inputting, reviewing and approving/denying timesheets, managing staff requests for time off, managing various schedules and maintaining adequate staffing, providing direction and information on OHR processes, creating virtual opportunities for team building, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility and team collaboration, and provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Microsoft applications, virtual communication platforms and equipment (e.g., web cam), Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board, and California Department of Human Resources laws, rules and regulations.
10%	Participates in various fleet project workgroups and fleet advisory committees and provides consultative services regarding AFVs and their availability in the statewide vehicle contract by assessing vehicle needs, suitability, and obtaining vehicle and contract information utilizing a computer, virtual conference tools, phone, and the internet to help ensure placement of environmentally preferable vehicles in the state fleet and increase the use of alternative fuel and charging infrastructure in order to promote the Governor's initiative of greening the state fleet.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as needed, such as but not limited to, special projects, strategic planning, developing training materials, and providing backup to managers in the section in order to maintain effective oversight and program operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Fast-paced professional office environment with representatives from various DGS offices and State agencies. Daily use of computer, related software, the Internet, and general office and communication equipment. Standing or sitting for extended periods of time.

Meet critical deadlines while simultaneously balancing multiple projects and tasks with changing priorities, tight

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 Current Proposed

deadlines, and high pressure situations.

Some travel alone or with others may be required locally and out-of-town for meetings, seminars, presentations and training using various modes of transportation (i.e. taxi, car, airplane).

This position is eligible for telework up to 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.

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 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