

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 26036	DGS OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Direct Construction Unit, Norwalk	REPORTING LOCATION 11401 Bloomfield Avenue, #57, Norwalk, CA 90650	
SCHEDULE (DAYS / HOURS) Monday through Friday, 7:00 a.m. to 4:30 p.m.	POSITION NUMBER 308-982-5157-001	CBID R01
CLASS TITLE Staff Services Analyst	WORKING TITLE Staff Services Analyst	
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 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 CONCEPT

Under the general supervision of the Direct Construction Supervisor II (DCS II), the Staff Services Analyst provide administrative support for the DCU Norwalk Field Office Support Operations and will also support all assigned field staff.

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
25%	Researches, gathers and performs analysis on various reports and correspondence, presents recommendations to management on operational improvements to streamline processes and procedure reports related to the business needs, provides ongoing project support by monitoring construction expenditures utilizing Fi\$CAL and oversees all administrative, financial and procurement support functions utilizing the Activity Based Management System (ABMS), FileMaker in accordance with DGS policy and procedures.
25%	Gathers and processes personnel forms for Casual hires and time-keeping records ensuring records are accurate while following bargaining unit provisions, trade union requirements, and prevailing wage rates utilizing the Department of Industrial Relations (DIR) website and Project Accounting and Leave System (PAL) by monitoring and tracking timely submission and approval of time sheets, initiates actions to resolve casual pay issues, rates, over and under payments of union benefits and separation packages for Southern Area Offices casual employees.
25%	Creates, purchases, and processes all service/purchase orders and invoices, verifies receipt of all good/services are received, reviews incoming invoices, prepares invoice payment forms as required by Office of Fiscal Services, submits to management for approval and submits for prompt payment utilizing Fi\$CAL, tracks, audits, and reconciles statements for payment and researches in order to respond to inquiries and payment discrepancies for the Southern Area Offices.

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 Current Proposed

PERCENTAGE	DESCRIPTION
20%	Reviews and monitors a master listing of project work plans and schedules are recorded timely and accurately throughout the projects life cycle utilizing ABMS and Fi\$cal, collects and analyzes various data reports on project statuses and submits to management throughout the term of the projects, participates in project meetings, assists with start-up work in progress ensuring any discrepancies are recorded and reported to management in a timely manner and in compliance with DGS policy and procedures.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Coordinates and oversees archival information and record retention, updates and maintains field office support service desk manual. Provides support for special projects affecting field offices by collecting and disseminating construction materials to ensure the Norwalk office business needs are met and are in accordance with DCU policy and procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Attire for professional environment.

Work requires daily use of personal computer and a variety of office software applications.

Ability to sit for extended period of time.

Minimal travel may be required.

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