

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.

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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-111-5157-006
UNIT NAME AND LOCATION Administrative Services Program, Redding	CLASS TITLE Staff Services Analyst (Limited Term)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<p>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</p> <p>Under supervision of the Administrative Officer II (AO II) the incumbent will perform analytical duties related to fleet acquisitions, asset management and disposal, and telematics. The incumbent will be responsible for coordinating with staff in Business Management Branch and the Department of General Services on assignments related to fleet, telematics, and asset management, and will be responsible for maintaining controls over fuel cards and ChargePoint cards.</p>

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.)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Fleet Acquisition Develop the annual Fleet Acquisition Plan by utilizing Microsoft Teams, Excel and SharePoint systems. Coordinate with managers, supervisors, staff in the Business Management Branch (BMB) Fleet Unit, and Department of General Services (DGS) Fleet Inspectors to complete the Fleet Acquisition Plan submittal by established annual deadlines. Evaluate and interpret purchasing methodology utilizing the State Contracts Manual (SCM), State Administrative Manual (SAM), Purchasing Authority Manual (PAM), and the CDFW Procurement Manual. Apply sound decision-making skills, knowledge of fund sources and procurement policy and procedure to the procurement of fleet assets. Create purchase request packages for submittal to the Business Management Branch (BMB) by established annual deadlines. Track acquisition status for the current and prior year Fleet Acquisition Plans including date the purchase orders are encumbered, fund encumbrance and reversion end dates, and date assets are ordered and received. Follow up with BMB and vendors for periodic status updates. Verify fleet asset received matches the Purchase Order, process vehicle registration paperwork, and process the invoice for payment. Respond to inquiries from BMB and DGS regarding asset utilization, acquisition, and disposal. Maintain detailed and accurate records, cross-referencing multiple sources of information to maintain complete records. Research to resolve any discrepancies. Utilize the Vehicle Tracking System, Fi\$Cal, Asset Management Portal, and internet resources to complete tasks. Ensure new assets are correctly tagged, entered into Fi\$CAL and the Asset Management Database.</p>

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30%	<p>Asset Management and Disposal As the Property Coordinator for the Northern Region, incumbent is responsible for maintaining current and accurate asset and custodian information for approximately 3,100 assets. Generate quarterly reports from the Asset Management Database and coordinate with supervisors to update information; prepare internal and external transfer documents as necessary. Prepare property survey documents and initiate disposal of equipment when it is no longer in service. Coordinate with BMB, region staff and vendors to deliver items to the auction yard. Advise supervisors on asset utilization, reporting and disposal according to State laws, Department policy and the Northern Region Property Disposal Procedures. Coordinate responses to assignments from BMB and DGS for Northern Region assets, ensuring all deadlines are met.</p> <p>Coordinates the Region’s bi-annual physical inventory assignment to verify and document approximately 3,100 assets at 25 CDFW facilities; research to resolve any issues or discrepancies. Coordinate with other Staff Services Analysts, Management Services Technicians, Office Technicians and program staff in the completion of the bi-annual physical inventory assignment.</p>
15%	<p>Telematics Liaison Coordinate directly with BMB Telematics Unit for installation of telematics devices in existing and new vehicles, vessels, heavy equipment, and trailers for the Region. Act as primary point of contact for resolving and assisting with all telematics issues or inquiries. Build and maintain staff profiles in GeoTab and assign key fobs. Track telematics key fobs assigned for all staff. Enter missing data into GeoTab and reconcile monthly. Create reports for management as requested.</p>
15%	<p>Fiscal Oversight Receive and process toll road violations and invoices. Obtain driver and supervisor review and approval and submit to the Administrative Officer II for payment. Track all violations, penalties, charges, and payments. Notify the Administrative Officer II of any suspicious activity or erroneous charges.</p> <p>Review monthly fuel card purchase reports to identify transactions that may not meet the State’s acceptable use policy. Elevate any suspicious transactions to the supervisor and Administrative Officer II to take appropriate action. Distribute fuel card reports monthly to program supervisors and managers to review and approve. Obtain monthly billing for ChargePoint cards from BMB and reconcile with telematics data and documented receipts. Notify the supervisor and Administrative Officer II of any suspicious transactions. Maintain procedures to ensure adequate controls over fuel cards and ChargePoint cards. Process requests to issue fuel cards, temporary fuel cards, and driver PINs. Maintain tracking log for temporary fuel cards and fuel exception logs. Notify the Administrative Officer II of any lost, stolen, or compromised PINs or fuel cards.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Assist management with analysis of implementing sustainability measures, including electric vehicle (EV) charging station placement, solar charging stations, and EV allocation. May assist with Redding facility maintenance requests. Prepare training materials, resources and forms as directed by the AO II. Compilation, and analyses of information,</p>

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	<p>and summary of data and other work products to effectively meet deadlines. May act as a Contract Manager on public works contracts related to sustainability improvements.</p> <p>Interpersonal Skills: Demonstrated ability to act independently, take initiative where appropriate. Research, analyze, interpret, and understand complex information both orally and in writing; prioritize and complete tasks by established deadlines; summarize complex data to convey information to staff and management. Communicate complex information to staff in a way that is understandable and demonstrates strong customer service skills. Ability to work with others in a collaborative group setting with professionalism, flexibility, and tact. Strong organizational and time management skills. Apply sound judgement when analyzing situations.</p> <p>WORKING CONDITIONS: Work typically takes place in an office setting under artificial light. Daily, frequent use of computers, keyboards, mice, phones, and scanners. Long periods of time sitting or standing at a computer including performing data entry. Travel to facilities and project sites for asset related assignments which may include walking on uneven surfaces, wet surfaces, in buildings with no heat or air conditioning, in extreme weather including temperatures that exceed 100 degrees. Travel requires the use of a State vehicle and possession of a valid Driver's License.</p>

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

<p>PRINT SUPERVISOR'S NAME</p> <p>Makayla Volz</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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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.

<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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