



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Administration	Limited Term Staff Services Analyst	326-312-5157-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Business Services Office		BU01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
	Sacramento	
POSITION DESCRIPTION		
<p>The Mission of the Civil Rights Department (CRD) is to protect the people of California from discrimination in employment, housing, and public accommodations, and from perpetrations of acts of hate violence.</p> <p>Under the direction of the BSO Facilities Supervisor, the Staff Services Analyst (SSA) is responsible for performing analytical business services related tasks in a variety of functions including space planning, building management, asset management, mailroom, records retention, research, maintaining office supplies for HQ, and other business services tasks as needed.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Under the supervision of the BSO facilities supervisor the SSA will provide analytical support for space planning and design support for CRD office locations. Coordinate office moves, tenant improvement projects. Receive and resolve workspace and building management issues. Act as the liaison between CRD and DGS facilities management unit.	
35%	Manage and track the departments IT and Non-IT assets and coordinate with DGS to process surplus equipment and furniture per Office of Fleet and Asset Management's policies. Develop and implement policies and procedures to ensure the proper receiving, documenting, tracking and storage of all IT and Non-IT goods including vehicle supplies. Develop and maintain established asset management systems to ensure compliance with the State Administrative Manual (SAM) and all State and departmental policies and procedures. Provide clear and concise reports to the Business Services Manager.	
15%	Develops and reviews scopes of work and requirements for business services contracts and solicitation documents, adhering to CRD policy and compliance with Government Code, Public Contract Code, and the State Contract Manual. Manages and administers service contracts for the business service's needs, including but not limited to, mail services, moving services, modular installation and other facility maintenance related contracts. Analyzes, reviews, and approves invoices to ensure deliverables are satisfactorily met. Collaborates with Program staff to ensure work is completed per the contract Statement of Work, if needed. Processes purchase requests in FI\$Cal and	



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	prepares the appropriate documents for the purchase of goods and services. Reviews requisitions of purchase orders and contracts for completeness, accuracy, and compliance with CRD’s policies and procedures. Determines the most appropriate method of procurement and if the requested items can be obtained via an existing contract. Research vendors and evaluates their ability to provide quality materials, equipment, and services. Gathers, compiles, and tabulates bids in order to evaluate price quotes and/or best value criteria to calculate the winning bidder. Processes purchases in a timely manner, verifies they are properly routed to the appropriate internal reviewers and approvers, and complies with all procurement policies and procedures as administered by DGS.
10%	Maintains and tracks all office supply inventory with an excel based data base for HQ. Reviews supply requests and with management approval orders supplies. Tracks and checks in all office supply orders. Organizes and stocks the supply room. Prepares welcome packages for new hires with standard office supplies.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Be a team player and a skilled, proactive employee with strong organizational skills. • Be able to handle pressure, workload, and manage time extremely well. • Be able to plan, organize, and communicate effectively. • Be dependable and willing to learn new ideas and assist where needed. • Approach all assignments with a positive attitude and exhibit initiative in completing assignments promptly. • Be able to work on an assignment, project, or task and be committed to good quality work that will improve output and minimize rework. 	
TYPICAL WORKING CONDITIONS:	
<p>The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none"> • Requires ability to effectively handle stress of multiple demands and deadlines, and work in a fast-paced environment. • Requires daily use of a personal computer and related software applications at a workstation. • May be required to transport boxes or office equipment and supplies with the use of a hand truck, pushcart, or other necessary means. • Requires the ability to complete tasks that typically may require making repetitive hand movements and bending in the performance of daily duties, without reasonable accommodations and modifications to facilitate such tasks. • Requires punctual and regular attendance. • This position may require travel (day visits and/or overnight) to the CRD statewide office locations and various control agencies. 	



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TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed with three or more days in office. Travel expenses from your home to your assigned headquarters location is considered a normal commute and are not reimbursable.

ADDITIONAL POSITION INFORMATION:

Special Requirements:

The incumbent must demonstrate the ability to use a computer, telephone, and other office equipment, such as copiers and scanners, as necessary. On an occasional basis, the incumbent will need to travel by plane, train, or automobile to work sites, including construction sites, to check on projects. At times, the incumbent may be required to navigate uneven floors, including dirt or unpaved surfaces. The incumbent will be required to transport items in a safe manner.

Supervision Received:

The SSA receives general direction from the Business services facilities supervisor and may receive direction from the Business Services Manager.

Supervision Exercised:

None

Administrative Responsibility:

Adhere to the laws, rules, policies, and procedures as outlined in the State Administrative Manual, State Contracting Manual, and guidelines set by the Department of General Services Procurement, Real Estate Design Services, Telecommunications Divisions and the Department of Fair Employment and Housing. Signature approval may be required on specific documents.

Personal Contracts:

The SSA has daily contact with internal and external departmental staff, management, vendors, building property management and State Control Agencies.

Actions and Consequences:

Adhering to timelines is critical, as Business Services is responsible for promptly securing services and equipment to meet the daily needs of the department's offices. Failure to manage projects closely and meet statutory deadlines may hinder productivity and result in financial loss to the department as well as loss of Purchasing Authority.



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The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE