

DUTY STATEMENT

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Employee Name: Vacant	Current Date: 8/23/2024 revised
Classification: Associate Governmental Program Analyst	Position #:673-810-5393-XXX
Division/Office: ASD/BMB/FSS/SFU	CBID: R01
Section: Southern Facilities Unit	
Supervisor Name: Tola Perkins	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
Minimal travel required. Position may require use of personal protective equipment such as safety boots, high visibility vest, hard hat and/or other protective gear.
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: None

Total number of positions in Section/Branch/Office for which this position is responsible: None

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: None

MISSION OF SECTION: The mission of the Facilities Services Section (FSS) is to provide exceptional facility support services to our internal and external California Air Resources Board (CARB) partners and stakeholders. FSS service areas include building management, lease and contract management, moving services, transportation, recycling, and sustainability. FSS focuses on providing timely and complete support services to allow our stakeholders to focus their energy on providing healthy air to the residents of California.

CONCEPT OF POSITION: As a member of the Southern Facilities Unit (SFU), under the general direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for, but are not limited to providing analytical, technical support, development, and management of the Southern California Headquarters' (SCHQ) Building Management contract, other related SCHQ CARB operations and facility contracts, facility related projects (e.g., tenant improvements, preventative maintenance, etc.), sustainability, infrastructure plan, and budget change proposals working with the Accounting and Budget Offices.

This work is important, time sensitive, and requires both strong written and verbal communication skills. The incumbent is expected to demonstrate a positive attitude and commitment to providing quality service that is accurate, timely, and exceeds customer expectations. The incumbent will support and promote a positive work environment and productive relationships with all staff and the public in an ethical and professional manner. The incumbent is expected to secure confidential information from unauthorized disclosure.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%	SCHQ Building Property Management and Maintenance Contract Provide analytical, technical support, development, and management of the SCHQ's Building Property Management and Maintenance Contract. Assist with internal and external stakeholders and SCHQ's Building Property Management team to ensure contract terms are adhered to and in a timely manner such as preventive maintenances in accordance with the manufacturer standards, equipment permits, warranties are renewed or maintenance of the equipment is accounted for in the contract or subcontracts, requested and immediate service needs are handled accordingly and per specifications, Liquid Nitrogen tank is monitored and serviced, etc. Conducts meetings with division management to discuss contract support needs; gathers and analyzes data received to address any improvements needed. Develop contract invoice expenditure tracking

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	<p>spreadsheet and include FI\$Cal data (e.g., warrant numbers, warrant dates). Review, audit, and process all SCHQ Building Management contract invoices. Dispute inaccurate invoices. Using Accounting and Budget reports, reconcile monthly contract expenditures and work with the Budget and Accounting offices to reconcile inaccurate charges. Work with vendor(s) to resolve contract discrepancies in the most expeditious manner.</p> <p>Other Contract Management Assists with developing and preparing scope of work for facility and business services including but not limited to landscaping, Heating, Ventilation, and Air Conditioning (HVAC), janitorial, moving, locksmith, electrical, plumbing, Electronic Vehicle (EV) charging stations, and confidential destruction. Develop detail scope of works and budgets detailing the services needed to ensure that facility and business needs of CARB are met. Determine the most financially responsible method of contracting. Prepare the necessary forms to initiate the contracting process for management's approval. Work with FSS management to determine yearly contracting needs. Track contract requests from inception to execution. Coordinate with the Administrative Services Division's Division Liaison to resolve any issues related to contract requests. Provide management of contract statuses on regular basis. Develop and maintain auditable contract files.</p> <p>Develop contract invoice expenditure tracking spreadsheets for each facility contract. Review, code, and approve all contract invoices. Dispute inaccurate invoices. Using Accounting and Budget reports, reconcile monthly contract expenditures and work with the Budget and Accounting offices to reconcile inaccurate charges. Work with vendors to resolve contract discrepancies in the most expeditious manner.</p> <p>Provide management recommendations of contract services needed to address facility and business service needs. Work with the Budget and Accounting to determine if funds are available for needed contract services. Advise management by providing recommendations of how to address necessary contracts within the limitations of the Business Management Branch's (BMB) budget.</p> <p>Advise BMB staff of the contract status, including available funding prior to services being provided by vendors. Work with BMB staff to review and approve work order requests prior to work being initiated and completed.</p>
<p>25%</p>	<p>Sustainability, Projects, and Drills Provide oversight and management of SoCal HQ's sustainability facility requests and projects including, but not limited to, conducting Zero Net Energy</p>

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	<p>(ZNE) validation and documentation, EV charging stations installation and maintenance, Photovoltaic (PV) installation and maintenance, and other energy and water conservation per the federal, state, county, and city regulations. Assist the Northern Facilities Unit (NFU) Sustainability Analyst with researching, analyzing, and reporting findings for SoCal HQ on the biennial DGS Sustainability Roadmap, Climate Registry Information System (CRIS), utility invoices and usage, annual recycled content and use report in the State Agency Report Center (SARC) database, and any other sustainability required reporting.</p> <p>Collaborates with the NFU Sustainability Analyst with authoring the Five-Year Infrastructure Plan (FIP) in compliance with DGS policy and regulations, the annual recycled content and use report in the State Agency Report Center (SARC) database, and the Continuity of Operations Plan (COOP).</p> <p>Drafts documents, communications, tracking authorizations, special projects, and other administrative duties. Creates written reports, minutes from meetings, and assist in the preparation of reports to the internal and external stakeholders.</p> <p>Completes a variety of drills (e.g., Year End Encumbrance).</p>
15%	<p>Support Services</p> <p>Responds, assigns, and manages incoming inquiries or requests through the SFU Outlook mailbox(es).</p> <p>Incumbent responds, assigns, or manages incoming inquiries or requests through the SFU Outlook mailbox(es).</p> <p>Assist with processing and tracking requests for, but not limited to, building access, visitor notices, and parking forms. Building access requests shall include, but not limited to, issuing new or replacement access cards, programming access cards, activating or deactivating access, and collecting and filing returned access cards into inventory. Conduct annual, and as needed, audits of the building access system to ensure accounts are updated, and integrity of the security system is maintained.</p> <p>Provides support and assists the SFU SSM I on various analytical and technical projects.</p> <p>Assists with event set up and coordination as needed.</p> <p>Generates reports using various resources, including but not limited to Visio, Excel, Word, Access, PowerPoint, Tableau, and Adobe.</p>

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	<p>Drafts documents, communications, tracking authorizations, special projects, and other administrative duties. Creates written reports, minutes from meetings, and assists in the preparation of reports to the internal and external stakeholders.</p>
10%	<p>Facilities, Moves, and Space Planning Assists the SFU Facilities Analyst and coordinator as needed. Coordinate MSF modifications and small office moves on behalf of Facilities staff, CARB management, Division liaisons, Health and Safety Coordinator, and movers. Intake and process facilities service requests for MSF modifications and movers as needed. Independently manages and schedules moving/modular contractors to implement approved service requests and manage the contractor's performance. Receives, investigates, and makes recommendations on, and implements solutions to facilities related requests and issues. Coordinate facility related complaints and requests for services (e.g., lighting, HVAC, restroom facilities, janitorial, environmental and others.). Provide guidance on service requests and resolves issues. As needed, prepare Office of Information Services (OIS) requests (e.g., IT equipment and telephone moves, or changes).</p> <p>Assists the lead SFU Facilities Analyst, CARB management and contracted vendors to develop plans and specifications for modular workstations. Meets routinely with Division's liaisons and staff, building management, and vendors.</p>
10%-E	<p>Policies, Procedures, and Business Plans Collaborates with peers and management to develop ASD policies, business plans, issue papers, status reports, spreadsheets, e-mails and other types of correspondence as required. Develop and deliver presentations. Review, analyze and comment on draft policies and procedures that are related to and may affect the Branch.</p> <p>Develop and maintain a desk manual of procedures on all aspects of job duties, including policy updates, and desk manual template development. Ensure all procedure documents are uploaded to appropriate share-drive folders and available to all BMB staff for reference.</p> <p>Implement procedures on all aspects of job duties and ensure they are documented and maintained for efficiency of duties.</p>
5%-M	<p>Other duties as required to support the mission, vision, and values of CARB, Administrative Services Division, Business Management Branch, FSS, and SFU.</p> <p>Provides backup coverage for other SFU staff related to tour planning, meeting room and event assistance, badging, asset management, transportation, space allocation, building management, and mail operations.</p> <p>Travel may be required.</p>

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