



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administration	Associate Governmental Program Analyst	326-312-5393-701
UNIT/PROGRAM/SECTION	WORKING TITLE	CBID
Business Services Office	Facilities/Health and Safety Coordinator	R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
Vacant	Los Angeles	Tara Hicks
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 Business Services Officer, the Associate Governmental Program Analyst is responsible for independently performing analytical work within the Business Services Office in a variety of functions, including the more complex Business Services activities. Duties include but are not limited to the following:</p>		
<p><b>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.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>Serves as a subject matter expert directly responsible for facilities projects and space planning. Independently analyzes, develops, and provides recommendations on how to proceed with specific CRD space needs. Independently works with District Administrators to determine space needs and ensures compliance with DGS Real Estate Services Division (RESD) policies and procedures and the State. Serves as a CRD contact with DGS RESD during lease negotiations. Regularly schedules and leads meetings to provide project updates to CRD and DGS stakeholders. Researches, analyzes, and recommends options for problem resolution, including Americans with Disabilities Act (ADA) and reasonable accommodation situations related to staff relocation within offices and to newly acquired space. Develops manuals of Facilities Management procedures specifically for the CRD and analyzes State Administrative Manual, Government Codes, Labor Codes, and various other codes, laws, and regulations related to facilities management, space planning, and Department-specific space requirements to ensure effective management of functions. Works independently and collaboratively with private property managers and DGS' Facilities Maintenance Division (FMD) representatives to address facility maintenance requests and coordinate approval on modifications to workspaces. Analyzes, develops, and improves effective procurement and utilization standards of CRD office space. Inspects and recommends acceptance of contracted building work. Independently develops, prepares, and submits Space Action Request forms for service, justifications, and Space Planning Data forms to DGS RESD. Collaborates and regularly meets with DGS RESD space planners and architects. Researches, analyzes, and provides specific recommendations to DGS regarding services, equipment, technology, and furniture. Coordinates site search activities with DGS RESD and CRD staff and notifies DGS RESD of CRD site selections. Independently works with DGS RESD and Division liaisons on preparation of floor plans, while coordinating floor plan reviews with District Representatives and CRD management to obtain final plan approval from DGS RESD.</p>	
25%	<p>Acts as main point of contact for CRD leased office space. Reviews and analyzes CRD's lease contracts, provides technical assistance and consultation to program managers on state and federal legal requirements and regulations. Works directly with property management of CRD leased spaces to ensure</p>	



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	compliance with all lease contract provisions are adhered to. Works directly with DGS RESD Lease Management Unit to resolve disputes with property management including, but not limited to, lease interpretation, issuing repair and maintenance letters due to inadequate maintenance, processing rent adjustments and change of lessor memos.
<b>15%</b>	Works with the subject matter expert within CRD to develop, implement, and maintain CRD's health and safety programs to ensure compliance with all health and safety related laws, rules, and regulations to provide a healthful working environment for CRD staff. Examples of health and safety programs include the Injury and Illness Prevention Program, Heat Illness Prevention Plan, Emergency Preparedness Plan and other related health and safety programs for employees. Plans, develops, and presents effective trainings to educate CRD staff and management as well as ensure that the Department is in compliance with all mandated health and safety related training requirements. Evaluates notices of incoming staff or changes to requirements to determine which trainings apply to each position, and coordinates with the Training Officer to initiate and track training completion. Does quarterly site visits and conducts safety inspections of Department facilities and serves as liaison between the Department, CalEPA, property management, building security, and the Fire Marshal. Reports any issues and recommendations for correction to management. Follows up on any health and safety or code violations and ensures that they are resolved.
<b>15%</b>	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 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 evaluate 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
<b>10%</b>	Develops annual rent schedule for CRD leased spaces and reports to CRD Budgets to ensure funding is secured for facilities operations. Creates requisitions to encumber funds for monthly rent payments, creates receipts in Fi\$Cal for CRD Accounts Payable to issue payment.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
<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"> <li>• Requires ability to effectively handle stress of multiple demands and deadlines, and work in a fast-paced environment.</li> <li>• Requires daily use of a personal computer and related software applications at a workstation.</li> </ul>	



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- 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

**TELEWORK DESIGNATION:**

This position is designated as hybrid with 3 or more days in office.

**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.

**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