

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27827	DGS OFFICE or CLIENT AGENCY Division of the State Architect	
UNIT NAME Business Services Unit	REPORTING LOCATION Oakland Regional Office, Alameda County	
SCHEDULE (DAYS / HOURS) Monday through Friday / 40 hours per week	POSITION NUMBER 718-195-5157-xxx	CBID R01
CLASS TITLE Staff Services Analyst	WORKING TITLE Field Support Analyst - Telework Option	
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 supervision of the Staff Services Manager I of Business Services, the Staff Services Analyst (SSA) position, in collaboration with the Plan Review & Field Oversight Unit, performs various analytical tasks of average difficulty requiring an understanding of data analysis, principles of project management and related administrative support tasks. The position is responsible for the administration of the Field Review Program and assisting with the development and updating of processes and procedures, and manuals in accordance with the Division of the State Architect (DSA) Policies and Procedures to ensure compliance with the California Code of Regulations (CCR), Title 24 guidelines.

Essential functions include the requirement to work in the office for a minimum of three (3) days per week up to a maximum of five (5) days per week depending on operational needs.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Analyzes, prioritizes and provides general support to the Field Engineers by processing post approval documents, data entry of deviations from start to resolution, updating field review status by extracting information from field trip notes and semi-monthly reports, updating eTracker system with inspection cards issued by the Plan Review and Field Oversight Unit to ensure all information provided to the field engineers are up-to-date and accurate.
30%	Analyzes and gathers data in order to produce reports concerning deviations, Inspector's Semi-Monthly reports, status of field visits, and Project Inspector workload; Construction Start, void/cancel projects, issues invoices, ensures design professionals upload their forms into DSA Box, various data entry in multiple databases and eTracker in order to ensure continuous, timely and efficient certification of projects.
20%	Researches, reviews, and analyzes current and historical Field Review data, and project metrics by gathering information, creating, and preparing presentations, charts, graphs, and a variety of production reports from eTracker, Navigator, Deviations Database and the Certification Database in

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	order to provide management with accurate information for creating and/or enhancing existing program business requirements and related workflows to ensure continuous, timely, and efficient Field Review and certification of projects submitted from our clients utilizing completed staff work principles, project management skills, various Microsoft applications and other related software or tools. Assisting with the development and updating of processes and procedures, and manuals in accordance with the DSA Policies and Procedures to ensure compliance with the CCR, Title 24 guidelines.
10%	Assists with the administration of the Field Review Unit and Project Services Program SharePoint site by collaborating with lead SharePoint Administrator in Business Services and Headquarters to add, update and create content and research and recommend innovative interactive content and assists with troubleshooting issues with the unit's site, related lists and pages to ensure compliance with the American with Disabilities Act (ADA) accessibility and content is user-friendly in order to continually identify improvements to DGS' SharePoint strategy, and provide up-to-date and accurate site content, using various software and resources.
5%	Assists with the coordination of the office's Field Review Program and Certification Program processes and advises Oakland management and office staff on business and program related actions by assisting the Supervising Structural Engineer with the facilitation of meetings and assessing project compliance to determine documents required to ensure timely and efficient certification of projects ensuring compliance with DSA Policy and Procedures and the CBC.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	As directed by the Staff Services Manager I, and/or Regional Manager, collaborates with other analysts in other units and offices and provides analytical support to other technical staff by attending meetings, events, and participating in focus groups as needed in order to share and convey information related to DSA processes and requirements to DSA Management and staff to ensure division-wide transparency and awareness using effective communication methods; may also attend meetings on behalf of the SSMI and/or Regional Manager and provides back-up administrative support to the office as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position works in a professional office environment.

Daily use of personal computer and a variety of office software applications including Microsoft are required of the position.

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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