



State of California  
California Energy Commission  
**DUTY STATEMENT**  
CEC-004 (Revised 5/2023)

CURRENT/PROPOSED

**Classification(s):** Staff Services Analyst (General)

**Working Title:** Business Service Support Analyst

**Position Number:** 535-206-5157-804

**Division/Branch or Office:** Administrative and Services Division / Human Resources & Support Services Branch / Business Services Office

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** November 8, 2023

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

### Job Description

Under supervision of the Staff Services Manager I, the Staff Services Analyst is responsible for performing a broad range of interdisciplinary activities consisting primarily of technical and analytical tasks in support of business services functions, such as purchasing (receiving) in Financial Information System for California (Fi\$Cal), and publications management. The incumbent may also act as a backup to assist with procurement, and other duties as required.

### Essential Duties

35% Receive goods against purchase orders, bills of lading, and printing requisitions, and prepare stock received reports in the Fi\$Cal system. Gather, tabulate, and analyze data and present ideas and information effectively to verify if service dates, periods, dollar amounts information is accurate. Prepare stock received invoices approving payment and forwards them to the Accounting Office and to the Business Services Offices' (BSO) Purchasing Agent.

Assist with researching, analyzing, and developing various reports, policies, and procedures relating to complex business service functions. Perform monthly reviews and provides reports to lead purchasing agents on the status of open purchase orders. Research items that were not received and provide feedback to management. Confirm with requestor if items were received and/or contact vendor to determine reason items may not have been delivered (if damaged, arrange for necessary

adjustments). Assist purchasing agent with contacting outside vendors to determine availability and appropriateness of current purchased items.

Enter Stock Receipt information in the Fi\$Cal system ensuring accuracy and completeness for invoices to be paid by accounting.

- 25% Administrative Support: Serve as a liaison between the California Energy Commission (CEC) and public by monitoring the publication line daily. Retrieve all information from the publication line. Call customers back and gather any missing information needed to complete the request. Research the publication database for the correct publications that are being requested and verify it is correct. This includes working with accounting to verify payment and send all information and coordinate with Reprographics.
- 15% Administrative Support: Assist with CEC record management program. Conduct monthly inventory of departmental records, review and approve record destruction ensuring compliance with State Administrative Manual (SAM) guidelines. Attend Secretary of State or Department of General Services Record Management meetings and distribute the updates. Maintain records on disposition schedules, inventories, and destruction.
- 10% Administrative Support: Responsible for planning, directing, overseeing and coordinating the fleet vehicles for CEC. Serve as a Fleet liaison and is the primary contact concerning vehicle fleet and operations, maintaining records and logbook, utilization, maintenance, repairs, recalls, replacements, and disposal of fleet vehicles, and ensure vehicles are neat, clean and safe. Monitor Telematics reports for all vehicles.
- 10% Policy and Procedures: Assist with the development of an annual review of the policy and procedures. Update desk procedures. Maintain BSO forms, form numbers, revisions, and tracking spreadsheets.

### **Marginal Duties**

- 5% Assist with processing overnight mail requests GLS, FedEx, UPS, and Certified mail. Provide backup with internal and external mail runs. Provide backup with customer service coverage for Business Services.

### **Knowledge, Skills, and Abilities**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.



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**Working Conditions**

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is office-centered which means the incumbent will be working 100 percent of their time monthly from the office headquarter location. The position is Monday-Friday, in the office located 715 P Street, Sacramento CA, 95814. The work is performed in an indoor office and/or meeting room setting requiring the incumbent to sit, stand, and/or move about.

**Diversity and Inclusion Statement**

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Erica Watkins \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_