



STATE OF CALIFORNIA  
**DUTY STATEMENT**  
 CALIFORNIA SCIENCE CENTER

Current  
 Proposed

Name of Incumbent

Civil Service Classification  
 Staff Services Analyst

Position Number  
 314-202-5157-001

Percentage of Duties	Essential Functions
40%	<p><b><u>Procurement and Contracting-</u></b> Prepare, review, and submit acquisition requests, scopes of work, purchase orders, service orders, bidder minimum qualifications and related procurement and contracting documents according to State requirements and California Science Center policies. Receive and verify goods to ensure proper delivery and check the quality of items. Ensure timely reconsolidation of monthly Procurement Card (P-Card) Statements, and route to appropriate internal reviewers and approvers for approval. Maintain accurate logs, files and records of purchase orders, vendors, and payments. Research price and availability of products, supplies and gather, compile, and tabulate bids. Evaluate price quotes and/or best value criteria to calculate winning bidder. Communicate status of orders and requests to appropriate staff. Monitor and review contracts in compliance with applicable State laws, regulations, policies and procedures. Monitor and document contractor performance issues to work toward resolutions. Ensure contract budgets are sufficient to meet service needs and requests contract amendments as necessary.</p>
20%	<p><b><u>Inventory Control-</u></b> Monitor and manage inventory levels monthly. Provide management with recommendations regarding inventory levels, storage space, maintenance, purchases, and repairs. Ensure accurate records pertaining to, but not limited to, office supplies and equipment, custodial supplies, communications equipment, IT assets, e-waste and other operational supplies, as needed.</p>
10%	<p><b><u>Timekeeping-</u></b> Prepare Monthly Attendance Records. Verify available leave credits upon request. Gather and review completed timekeeping forms. Verify employee sign-in sheets. Scan, log and maintain appropriate timekeeping forms and documents. Submit timekeeping package to the Personnel Office. Process 3rd party and internal overtime timesheets.</p>
10%	<p><b><u>Special Projects-</u></b> Support and manage special projects as assigned.</p>
10%	<p><b><u>Fleet Manager-</u></b> Coordinate annual tests, repair and maintenance services with State Administration and Operations. Ensure compliance with Department of General Services Office of Fleet Management and CSC policies. Track, record, and report fuel usage. Log State vehicle mileage. Act as a Fleet Management subject matter expert (SME) by understanding related policies of Department of General Services (DGS), Office of Fleet Management (OFM”) and Science Center.</p>
5%	<p><b><u>System Control-</u></b> Assist administratively on the various systems that support daily operations of the Science Center</p>
Percentage of Duties	Marginal Functions
5%	<p>The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.</p>

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4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	
<p><b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b></p>	
<p><b>Typical Work Environment:</b>  <input type="checkbox"/> Private Office    <input checked="" type="checkbox"/> Cubicle    <input type="checkbox"/> Shop    <input type="checkbox"/> Assigned Area    <input checked="" type="checkbox"/> Other:</p>	
<p><b>Telework Status:</b>  <input type="checkbox"/> Office-Based – 0% telework  <input checked="" type="checkbox"/> Office-Centered 20% – telework (1 day)  <input type="checkbox"/> Exception 40 – 100% telework</p>	
<p><small>NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.</small></p>	
5. SUPERVISION EXERCISED:	
<p><i>(List total per each classification of staff)</i></p>	
<p>None.</p>	
6. SIGNATURES	
<p><b>Employee's Acknowledgement:</b></p> <p>My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.</p>	
Employee's Name:	
Employee's Signature:	Date:
<p><b>Supervisor's Statement:</b>  <i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i></p>	
Supervisor's Name:	
Supervisor's Signature:	Date:

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**7. HR USE ONLY**

**HR Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines <input type="checkbox"/> Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
		6/12/2025

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*  
*\*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Form Routing:** After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.

Exceptional allocation, STD-625 on file.