

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11499-ADMIN

EFFECTIVE DATE:

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| DGS OFFICE OR CLIENT AGENCY Administrative Division | POSITION NUMBER (Agency - Unit - Class - Serial) - - - |
| UNIT NAME AND CITY LOCATED Executive Administration Unit – West Sacramento | CLASS TITLE Staff Services Analyst |
| WORKING DAYS AND WORKING HOURS Monday through Friday 700 a.m. to 4:30 p.m. | SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605 |
| PROPOSED INCUMBENT (If known) | CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-610-5157-xxx |

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Administrative Services Division (ASD) Deputy Director, the incumbent serves as a personnel liaison and central resource for Executive offices and completes analytical duties including but not limited to the following.

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

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| 35% | <p>All work is accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA), State Personnel Board (SPB), Department of Finance, State Controller's Office (SCO), Federal and State Law (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Memorandum of Understanding, the Public Employees Retirement System, the Department of General Services (DGS), and the Executive Administration Unit (EAU).</p> <p>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.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to provide guidance, direction, administrative support, and make recommendations to the Executive management team, the incumbent will:</p> <ul style="list-style-type: none"> • Assist the hiring manager by providing guidance and recommendations in the development of the Executive Office's Essential Function Duty Statements • Partner with the Office of Human Resources (OHR) to review and analyze the Essential Function Duty Statement(s) (EFDs) to ensure they are in compliance with class specifications before they are submitted to OHR for review and approval. • Initiate Requests for Personnel Action (RPAs) • Maintain and update organization charts (VISIO) • Receive applications for Executive vacancies; working with the hiring managers, C&P, and the Exam Unit to start the Minimum Qualification (MQ) process. |
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

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| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

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| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
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|-----------------------------|---|
| 35% | <ul style="list-style-type: none"> • Research, gather, review and analyze outdated Essentials Function Duty Statements (EFDS) and work with the current manager or subject matter expert (SME) to update and be in compliance with classification specifications. • Conduct periodic reviews of duty statements to determine if changes are required. • Participate in the interview process by reviewing initial screening of applications to interview, developing screening criteria and reviewing personnel files for employee action, adverse actions, employment history and leave balances as requested. • Work with the hiring manager to develop justification for RPAs by gathering relevant information, reviewing classification specifications, and using the Personnel Operational Manual (POM). • Maintain a new hiring reporting process on excel by providing hiring data and present any required solutions to Executive Management. <p>In order to ensure that vacant positions are filled in a timely manner, the incumbent will.</p> <ul style="list-style-type: none"> • Facilitate and coordinate all facets of recruitment throughout the Executive office by formulating and using various recruitment tactics and resources, as well as developing new and creative recruiting concepts. Analyzing vacancy rates for departmental classifications and develop and implement strategies to reduce vacancy rates based on analysis of data. • Attend career fairs, universities, colleges, and other external events or places of business and education for outreach. • Generates technical reports for the ASD Deputy Director in order to provide current and accurate data for Executive management, using ABMS and SCO reports, and budget letters, etc. This includes budget drills, vacant position tracking reports, staffing reports and charts, reorganization proposals, freeze exemption tracking reports, quarterly activity reports, and summaries of lost positions. |
| 25% | <p>In order to coordinate Executive Office's efforts to achieve the DGS Strategic Goals and Objectives, Independently works with the Deputy Director, Branch Chief, Unit Managers and Supervisors in branch policy development, revision, and maintenance in accordance with the departmental guidelines:</p> <p>Using strategies, objectives and performance measures, analytical and research skills, reports, meetings, telephone, personal computer, email and Microsoft Office applications, the Incumbent will:</p> <ul style="list-style-type: none"> • Identify strategic goals in accordance with the ASD Deputy Director that are specific to EAU business that align with DGS goals using the above. • Determine specific business objectives that will enable EAU to achieve each identified goal. • Develop strategies necessary to achieve strategic objectives. • Assist in the identification of performance measures for each EAU business objective to determine level of success in reaching strategic goals. • Measure EAU's level of success in reaching the goals by reviewing compliance with the identified performance measures. • Report EAU's efforts to achieve EAU and DGS Strategic Goals and Objectives to Executive Management. |
| 05% | <p>MARGINAL FUNCTIONS</p> <p>Participates in advisory groups in order to improve personnel-related processes and systems within DGS to resolve issues that impede personnel operations by researching and developing proposals for improvements under departmental guidelines directed by the Executive Management Team.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>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.</p> <p>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.</p> |

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| | <p><u>Special Personal Characteristics</u> Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.</p> <p><u>DESIRABLE QUALIFICATIONS</u> Working proficiency in Microsoft Word, Outlook, Excel, Access, Visio, ABMS, and PAL.</p> <ul style="list-style-type: none"> • Experience in human resources related work. • Analyze situations and adopt effective course of action. • Experience in analyzing and interpreting laws, rules, and regulations. • Maintain confidentiality of sensitive, personnel related work. • Commitment to quality customer service that exceeds the customer's expectations. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Communicate in a clear and concise manner. • Communicate confidently and courteously in a diverse community. • Act independently and work well as a team member. • Receive and follow direction from supervisors/leadsperson. • Positive attitude, open-mindedness, flexibility, and tact. • Excellent organizational skills. • Focus attention to detail and follow-through. • Good attendance and punctuality record. • Consistently exercise a high degree of initiative. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment. • Multitask, meet deadlines, and adjust to changing priorities. • Function effectively in an automated environment. • Daily use of PC and related software applications at a workstation. • Willing to work overtime as needed. |