

DUTY STATEMENT

GS 907T (REV. 05/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-
10666-AMB

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY RESD - Asset Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Statewide Property Inventory, West Sacramento	3. CLASS TITLE Associate Government Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 719-126-5393-004

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.

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

Under the direction of the Staff Services Manager II the incumbent is responsible for developing and implementing changes/updates to the Statewide Property Inventory (SPI) database and ensuring the accuracy of information regarding state-owned and leased property received from all state agencies in addition to the Real Estate Services Section (RESS), as required by AB 3932 (Chapter 907, Statutes of 1986) (Government Codes 11011.11-11011.18) and EO S-10-04.

9. Percentage of time performing duties	10. 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.
30%	<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 ensure the data integrity of the SPI database and real estate documents, independently, the incumbent:</p> <ul style="list-style-type: none"> Analyzes data from SPI generated reports and present findings to clients via various formats by preparing a wide range of correspondence, including letters, and memos containing data from SPI generated reports, and may require downloading data into an excel spreadsheet via SQL. Evaluates, monitors and assigns real property numbers, parcel history numbers (used by the Secretary of State for filing legal documentation) and structure numbers for real estate acquisitions, exchanges, gifts, and transfers of control and possession either manually or using the SPI automated number system. Conducts research regarding the status of state ownership and details pertaining to real property using the Secretary of State (SOS) and State Archives resources.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 1/98)

9. Percentage of time performing duties	10. 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.
	<ul style="list-style-type: none"> • Prepares analytical responses (written, verbal, electronic) to the more complex questions received from legislative staff, local governmental entities, and the public regarding data contained on the SPI database. • Collaborates with client agencies as well as personnel from Bureau of State Audits (BSA), by attending meetings both at DGS and at the clients' offices to view their electronic management systems to determine the best way to extract information forwarded to SPI. • Conducts research regarding the updating of system manuals and reference materials including the SPI Instruction Manual, the System Data Dictionary, Code Tables (including definitions) and SPI data entry forms utilizing personal expertise and government codes and regulations.
15%	<p>In order to independently develop, implement and monitor the more complex systems and procedures to assemble and structure the necessary data, the incumbent:</p> <ul style="list-style-type: none"> • Codes all properties by geographic area as they are entered in the SPI, update this information on the SPI geographic information systems (GIS) map. • Independently researches the data extracted from Parcel quest, Co-Star, internet searches, Fi\$cal, Energy Star system, and Socrata (social database), and applies techniques and methodologies associated with GIS in order to comply with G.C. 11011. • Conducts complex studies using spatial analysis for emergency response planning. • Uses the more complex GIS techniques to link the SPI information to create intelligent buttons to search properties using various pieces of data to research property ownership to determine the states obligation to pay for assessments from local jurisdictions.
15%	<p>In order to increase consistent reporting throughout all agencies, accurate and timely invoicing and information sharing for the benefit of SPI, the incumbent:</p> <ul style="list-style-type: none"> • Synchronizes information sharing and reporting with all agencies in FI\$Cal. • Ensures new leases, rent adjustments, consumer price index (CPI) are entered timely to accurately reflect charges subject to lease service surcharge. • Works with Enterprise Technology Solutions, Accenture, and Fi\$cal consultants to program the invoicing interface between SPI and Fi\$cal to return invoicing information and generate income reports as well as creating the files with leasing services surcharge information to interface with FI\$Cal, to ensure the invoicing process is complete and funds are collected. • Processes the annual per record charge invoicing through the FI\$Cal interface by running the SPI program to gather the data, which creates the file that is sent to accounting. • Reviews the more complex FI\$Cal reports for accuracy and resolve discrepancies.
15%	<p>In order to ensure the proper use and functioning of the SPI database, as mandated by Assembly Bill (AB) 3932 and utilize system documentation, manuals, office policies, governmental codes and regulations, the incumbent, independently:</p> <ul style="list-style-type: none"> • Conducts complex research and gathers data associated with the overall input and output (or reporting) of technical statewide real property data by analyzing the more complex lease documents and SPI data in order to generate the account receivables report for the State owned lease unit and the billing file.

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10%	<ul style="list-style-type: none"> • Performs technical system analysis to correct the more complex system errors and provides recommended solutions. • Provides a high quality presentation for public view on the DGS website related to surplus sales marketing as required by Executive Order (EO) S-10-04, the incumbent will ensure the accuracy and validity of existing data in the SPI database by utilizing the System Data Dictionary, data models and knowledge of business and technical writing, office policies and procedures. • Audits and tests SPI websites by lease number, structure number, real property number etc. for accuracy and to identify and correct inconsistency. <p>In order to collect information by tracking the progress of sustainable operations and practices pursuant to Executive Order B-18-12, the incumbent collaborates with DGS and agencies staff, as well as maintains information and tables linked to the Governor’s Energy website and is able to create reports.</p> <ul style="list-style-type: none"> • Responds appropriately to requests for information from DGS management and staff, state agencies, Governor’s Office, Legislature, public entities and private citizens, applies SPI knowledge, office correspondence procedures and manuals according to RESD office policy. • Develops and drafts responses, formats SQL reports and develops the proper report format in order to ensure the correct extraction of the requested information • Provides ad hoc reports to the requestor via Excel spreadsheet in a manner appropriate to and consistent with the original request by utilizing accepted office correspondence procedures.
10%	<p>In order to ensure the accuracy of information regarding state-owned and leased property received from all state agencies in addition to the Real Estate Leasing and Planning Section (RELPS), implements changes/updates to the SPI database by analyzing the information received from appropriate entities and inputting data as required by AB 3932 and EO S-10-04.</p> <p>To accomplish the annual verification of (real estate) data, as mandated by AB 3932, staff creates necessary analytical and conclusive reports by downloading information from the SPI database into Excel to produce ad hoc reports that are subsequently submitted to state agencies for their verification and returned to SPI. The information contained in the returned documents is used to update the data in the SPI database according to office policies and procedures and EO S-10-04.</p> <p>In order to ensure the accuracy of information regarding surplus property as mandated by EO S-10-01, gathers and analyzes data necessary to update the SPI database and provide updated Surplus reports by working closely with the Surplus Sales Strike Team. SPI Staff fully respond to verbal or written requests from state agency contacts concerning aspects of surplus property, staff provides advice, instructions and answers to highly technical questions (in a manner consistent with the request), by referencing system documentation and manuals as mandated by RESD policies and procedures.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>In order to ensure the timeliness of data input into the SPI database, as mandated by AB 3792, the incumbent acts as lead over student assistants working with the SPI system by providing/coordinating daily work assignments and informal training.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; methods and techniques of effective leadership.</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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader.

DESIRABLE QUALIFICATIONS

- Excellent problem solving skills.
- Excellent computer skills, including use of internet and email.
- Ability to work extensively on a computer.
- Experience with computer database input.
- Knowledge of computer databases, spreadsheets and word processing.
- Excellent communication and customer service skills.
- Ability to work independently and as a team member.
- Knowledge of Geographic Information Systems

SPECIAL PERSONAL CHARACTERISTICS

- Demonstrated ability to act independently, open-mindedness, flexibility and tact.
- Willingness to do routine or detailed work in order to learn the practical application of administrative principles.
- Willingness and ability to accept increasing responsibility.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Adapt to a professional office environment and dress appropriately.
- Work involves multiple tasks and deadlines.
- Lift office supplies, lease files, archive boxes and manuals weighing up to 10 pounds.
- Effectively handle stress and deadlines.
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.

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9. Percentage of time performing duties	10. 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)
30%	<p>ESSENTIAL FUNCTIONS</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> <ul style="list-style-type: none"> Provides information/data to clients by preparing a wide range of correspondence, including letters, and memos containing data from SPI generated reports, and may require downloading data into an Excel spreadsheet. Assigns Real Property Numbers, Parcel History Numbers (used by the Secretary of State for filing legal documentation) and Structure Numbers for real estate acquisitions, exchanges, gifts, and transfers of control and possession either manually or using the SPI automated number system. Researches documentation for the status of the state ownership and details pertaining to real property using the Secretary of State (SOS), State Archives; gathers and submits hard copies of real estate documents for permanent filing to SOS, State Archives, often requiring packaging and transporting boxes of files to the State Archives.

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	<ul style="list-style-type: none"> • Prepares (written, verbal, electronic, etc.) responses to the less complex questions received from legislative assistants, local governmental entities, and the public regarding data contained on the SPI database by accessing the database for the information. • Collaborates with client agencies as well as personnel from Bureau of State Audits (BSA), by attending meetings both at DGS and at the clients' offices to view their electronic management systems to determine the best way to extract information forwarded to SPI. • Participates in the updating of system manuals and reference materials including the SPI Instruction Manual, the System Data Dictionary, Code Tables (including definitions) and SPI data entry forms utilizing personal expertise and government codes and regulations.
20%	<p>In order to ensure the proper use and functioning of the Statewide Property Inventory (SPI) database, as mandated by Assembly Bill (AB) 3932 and utilizing system documentation, manuals, office policies, governmental codes and regulations:</p> <ul style="list-style-type: none"> • Researches and gathers information associated with the overall input and output (or reporting) of technical statewide real property data by analyzing lease documents and SPI data. • Performs the less complex technical system analysis upon the receipt of system error messages and provides recommended solutions by implementing knowledge of computer/database systems.
10%	<p>In order to consistently provide high quality presentation for public view on the DGS website related to Surplus Sales marketing as required by Executive Order (EO) S-10-04, reviews the accuracy and validity of existing data in the SPI database by utilizing the System Data Dictionary, data models (as available), as well as proficiency in Business and Technical writing, and office policies and procedures.</p>
10%	<p>In order to respond appropriately to requests for information (received thru various forms of communication; e.g., written, e-mail, telephone, verbal, etc.) from DGS management and staff, state agencies, Governor's office, legislature, public entities and private citizens, applies SPI knowledge, office correspondence procedures and manuals according to RESD office policy:</p> <ul style="list-style-type: none"> • Reviews the less complex requests received by the unit via written correspondence, e-mail, telephone, or verbal communication. • Determines the most logical response format/report, develops the proper report format by manually executing the report procedures in the SPI system ensuring the correct extraction of the requested data. • Provides Ad hoc reports to the requestor in a manner appropriate to and consistent with the original request by utilizing accepted office correspondence procedures.
10%	<p>In order to ensure the accuracy of information regarding state-owned and leased property received from all state agencies in addition to the Real Estate Services Section (RESS), implements changes/updates to the SPI database by analyzing information received from appropriate entities and inputting data as required by AB 3932 and EO S-10-04.</p>
5%	<p>In order to accomplish the annual verification of (real estate) data, as mandated by AB 3932, creates analytical and conclusive reports by downloading information from the SPI database into Excel to create ad hoc reports that are subsequently submitted to state agencies for their verification and returned, then used to update the data on the SPI database according to office policies and procedures and EO S-10-04.</p>
5%	<p>In order to ensure the accuracy of information regarding surplus property as mandated by EO S-10-01 gathers and analyzes the data necessary to update the SPI database and provide updated Surplus reports by working closely with the Surplus Sales Strike Team.</p>

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5%	<p>Responds to verbal or written requests from state agency contacts concerning aspects of surplus property, provides advice and instructions and answers technical questions (in a manner consistent with the request), by referencing system documentation and manuals as mandated by RESD policies and procedures.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Other duties as required.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; methods and techniques of effective leadership.</p> <p><i>Ability to:</i> 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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Database management • Knowledge of ABMS • Webmaster skills • Excellent problem solving skills. • Excellent computer skills, including use of internet, email. • Ability to work extensively on a computer. • Experience with computer database input. • Knowledge of computer databases, spreadsheets and word processing. • Excellent communication and customer service skills. • Ability to work independently and a team member. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility and tact. • Willingness to do routine or detailed work in order to learn the practical application of administrative principles. • Willingness and ability to accept increasing responsibility. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Adapt to a professional office environment and dress appropriately. • Work involves multiple tasks and deadlines. • Lift office supplies, lease files, archive boxes and manuals weighing up to 10 pounds. • Effectively handle stress and deadlines. • Daily and frequent use of personal computer and a variety of office software applications at a workstation.