

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.

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- FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) 308-232-5393-925
UNIT NAME AND CITY LOCATED Capitol Historic Region – Capitol Grounds	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday Through Friday 7:00 a.m. to 3:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 1300 "L" Street, Sacramento, CA 95814
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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 direction of the FMD Grounds Unit Office Building Manager III, the incumbent provides complex and technical analytical support for FMD's State Capitol Park and entire Grounds Unit totaling 10,236,600 square feet.

% 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)

35%	<p><i>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.</i></p> <p>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) policies and procedures BPM manuals, State Administrative Manual (SAM), the Department of Finance (DOF) Budget Letters, Procurement Acquisition Manual (PAM), DGS Contract Manual, Department of Personnel Administration (DPA), State Controller's Office (SCO), Federal and State laws (i.e., ADA, FMLA), Bargaining Unit Agreements and various departmental policies and procedures.</p> <p>DUTIES In support of Facilities Management Division, the incumbent will independently provide complex administrative and broad technical support and act as primary analyst to the FMD Grounds Unit Office Building Manger III and Supervising Groundskeepers in the Capitol Historic Region.</p> <p>ESSENTIAL FUNCTIONS In order to provide analytical support services to the Office Building Manger III, Supervising Groundskeepers and the (Capitol Historic Regional Manager as requested):</p> <ul style="list-style-type: none"> The incumbent will independently analyze, research, gather, and develop building operation reports and will report the resulting information on formats designed and directed by the Grounds Unit Office Building Manager III.
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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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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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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30%	<ul style="list-style-type: none"> • Prepare appropriate verbal or written response of recommended course of action to DGS, and FMD Executive Office inquiries. • Independently research, develop, facilitate, and implement formal and informal facility management training for grounds staff to use to manage various operational and program areas to improve the grounds unit and staff performance. • Independently conduct research, gather data, interpret information and formulate verbal or written responses for the Grounds Unit Management Team utilizing ABMS, PAL, and various other databases to create complex project status and expenditure reports to respond to DGS, FMD and Tenant Agencies Operation and Projects Inquiries in an accurate and timely manner. • Prepare correspondence, track data, and meet with external and internal Clients to determine client satisfaction of grounds operations being conducted by DGS/FMD in order to formulate plan of action to address client concerns and propose timelines for corrective measures to be accomplished and forward to FMD Management for review and/or approval. • Act as Office Building Manager III lead analyst in providing oversight and guidance to the Grounds Unit Management staff by researching, developing, scheduling, and facilitating formal training as necessary to assist staff in performing job functions more efficiently in order to ensure the effective application of resources by applying quality standards. • Evaluate and analyze reports from Regional and Building Managers and request clarification on issues and documents in the reports using both verbal and written communication. • Prepare monthly report on FMD noteworthy activities using information from daily and weekly reports documenting the monthly report on a standard departmental form. • Purchases and monitors inventory levels for Capitol Park and entire Grounds Unit including all herbicides, insecticides, plant materials, soils, mulches, fertilizers, PPE, equipment/tools and expendable and major equipment. • Develops maintenance schedule for asphalt and concrete repairs in Capitol Park. This includes developing a repair plan and consulting with contractors to get pricing and identify areas of repair. • Oversees and inspects contractors work to ensure that the projects adhere to the specified scope of work agreed to per the contract or Interagency Agreement. <p>Project Funds Management Manage and oversee the Capitol Historic Grounds Unit's Special Repair Projects both in the Service Revolving Fund (SRF) and Architecture Revolving Fund (ARF) according to published guidelines by:</p> <ul style="list-style-type: none"> • Evaluate and ensure the allocation of project funds using Special Repair budget documents and ABMS. • Monitor, track and coordinate all phases of regional projects including new start, fund transfers, use of project funds and schedules, establishment of construction completion dates, and project closure process using ABMS and Microsoft Excel source documents. • Analyze all grounds project expenditures and scheduling delays on a bi-weekly basis using ABMS and Microsoft Office Software and propose viable solutions verbally or in writing to the Office Building Manager III, Supervising Groundskeepers and Regional Manager as needed. • Identify necessary funding for unplanned and emergency FMD projects by reviewing Project Status Reports and excel tracking documents. • Develop, assemble and present Office Building Manager III, final fiscal year listing of Special Repair Projects to the Capitol Historic Regional Manager. • Track and monitor special repair project documents (scope of work, contract requests and Interagency Agreements). • Develop methodologies for tracking special repair project costs to buildings by using ABMS and other automated systems.
25%	<p>Program/Event Liaison with Control/Client Agencies</p> <ul style="list-style-type: none"> • Coordinate with Building Managers, Chief Engineers and Tenant Representatives to ensure prompt reviews and approval of FMD proposed projects for grounds and facility improvements related documents for proposed "Interagency Agreements." • Facilitates/attends event walk through meetings with the California Highway Patrol, Governor's office, event organizers and vendors to answer questions regarding park grounds requirements/concerns, approve or disallow requests from event organizers and vendors related to set up requests.

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10%	<ul style="list-style-type: none"> • Inspects and monitors events set ups to ensure FMD Capitol Park rules are being observed. • Reports any event organizer or vendor violations to the CHP Event Officer. <p>MARGINAL FUNCTIONS</p> <p>In order to assist the Office Building Manager III and Grounds Unit and to maintain efficiency of operations:</p> <ul style="list-style-type: none"> • Tracks and maintains pesticide/herbicide storage to ensure compliance with Sacramento County laws and regulations. • Records Sacramento and Yolo County Agricultural usage reports. • Tracks and maintains Capitol Park hazmat compliance/inspections and recordkeeping. • Tracks and maintains Capitol Park Convault gas tank compliance. • Coordinates and schedules Grounds Unit vehicle fleet SMOG Certifications <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; government functions and organization; and methods and techniques of effective conference leadership.</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 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 or conference leader; and appear before legislative and other committees.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. • Willingness and ability to accept increasing responsibility. • Mature judgment, loyalty and discretion. • Ability to work closely with Regional and Building Managers in reporting project funding. • Ability to work closely with DGS Accounting in tracking funding. <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to organize and set priorities. • A working knowledge of Microsoft Excel and Word. • Desire to work with financial documents. • Ability to learn and become knowledgeable of DGS fiscal processes. • Attention to details – interest in tracking and monitoring funding sources. • Working knowledge of ABMS. • Excellent written and verbal communication. • Possession of a valid California Driver's License. • Travel may be required.