

**DUTY STATEMENT**

GS 907T (REV. 08/01)

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

RPA-

**011103-BPM**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Building and Property Management Branch	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> BPM/HQ Contracts Unit - West Sacramento	<b>CLASS TITLE</b> Associate Governmental Program Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday      8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707-3 <sup>rd</sup> Street, 3 <sup>rd</sup> Floor, West Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-100-5393-925

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 Staff Services Manager I, the incumbent is responsible for independently performing the most complex analytical duties in support of the BPM Contracts Unit.

<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>
30%	<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><b>This position is designated under the Conflict of Interest Code. The 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 and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p>To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the guidelines of the Department of General Services (DGS), Real Estate Services Division (RESD), Building and Property Management (BPM), Contracts Unit utilizing DGS, RESD and BPM Contract Policy Manuals and Memorandums, divisional and BPM Contracts Unit policies, procedures and processes, the RESD General Conditions for the Course of Construction (RGC), the State's General Terms and Conditions (GTC), and published directives within the Government Code (GC), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), State Contracting Manual (SCM), Purchasing Authority Manual (PAM), Civil Code (CC), Labor Code (LC), Business and Professions Code (BPC), Administrative Orders and Executive Orders.</p> <p><b>ESSENTIAL FUNCTIONS</b> <b>SCOPE OF WORK – Request for Contract and Evaluation</b> In order to ensure the writing, development and processing of BPM Scopes of Work (SOWs) for Service contracts are initiated and processed to the Office of Business and Acquisition Services (OBAS) in accordance with all contracting rules and requirements; and to ensure accuracy and consistency in preparation and submission of contract requests to OBAS for processing the incumbent:</p> <ul style="list-style-type: none"> <li>Receives acquisition requests from Building Managers and verifies project requirements with Building Managers, BPM staff, and supervisor, if needed.</li> </ul>

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

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- 011103-BPM

% 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. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none"> <li>• Analyzes the less complex acquisition requests submitted by Building Managers and determines type of contract including: Service Agreements, Public Works, Non-Competitive Bid, Master Agreements, Invitation for Bid, Request for Proposals and contract amendments.</li> <li>• Conducts comprehensive research on detailed product specifications in order to effectively ascertain the BPM's needs and determine the solicitation type.</li> <li>• Evaluates requests for contract amendments and make recommendations to BPM management.</li> <li>• Conducts a detailed analysis of the project submitted and determines whether the Scope of Work for the project requires a Service Contract or cannot be determined by information submitted.</li> <li>• Completes Scope of Work evaluation and for those projects not clearly falling within a Service type definition, prepare documentation required to obtain authorizations/signatures required from PMDB Scoping Group/SMEs.</li> <li>• Submits project Scope to the PMDB Scoping Group/Subject Matter Experts (SMEs) for determination of contract type.</li> <li>• Analyze whether there are other factors needing analysis pertaining to the proposed project and Scope.</li> </ul>
30%	<p><b>SCOPE OF WORK – Develop Scope of Work</b></p> <ul style="list-style-type: none"> <li>• Evaluates market conditions and researches historical costs to determine fair and reasonable vendor pricing.</li> <li>• Applies knowledge and interpretation of all applicable contract laws, regulations and policies in order to write Service Contract Scopes of Work including detailed steps and instructions to vendors in what to do and how to do it, in order to meet project needs.</li> <li>• Applies accurate use of English and grammar, and utilizes any required templates, examples and/or standard contract language available to meet specified Service needs.</li> </ul>
20%	<p><b>SCOPE OF WORK - Walk-throughs and Submission of Service Contract Requests</b></p> <ul style="list-style-type: none"> <li>• In conjunction with OBAS staff, facilitate pre-bid walkthroughs or conferences with vendors, and present project information statewide, as needed.</li> <li>• Prepares various justifications, memorandums, and required documents associated with the completion of the BPM Service Contract request package. Submit BPM Service Contract request packages to OBAS for processing.</li> <li>• Ensures accuracy and consistency in all BPM Service Contract request packages prepared and submitted to OBAS for processing.</li> </ul>
15%	<p><b>SPECIAL PROJECTS</b></p> <p>In order to provide consistent, accurate and timely preparation and processing of BPM Service Contract request documents, and acknowledging the need to develop, initiate and maintain internal BPM Contract Unit tracking and reporting mechanisms, desk and Unit manuals, and policies and procedures that will facilitate the smooth, transparent, and expeditious processing of BPM Service Contract request packages to OBAS, the incumbent;</p> <ul style="list-style-type: none"> <li>• Assists in Development of the BPM Contract Unit Manual to include all information pertaining to the processing of BPM Service Contracts, processes, policies, rules and requirements, and any other compliance documents pertaining to the completion of BPM Contract request packages.</li> <li>• Ensures the BPM Contract Unit Manual is maintained, remains current, and reflects compliance with BPM Contract Unit policies, procedures and processes.</li> <li>• Develops the BPM Contract Unit Desk Manual to include all desk functions, tasks and completed work steps involved in writing BPM Service Contract Scopes of Work, and processes associated with completion of Service Contract request packages.</li> <li>• Ensures the BPM Desk Manual is maintained, remains current and reflects functions and duties of BPM Contracts Unit staff.</li> <li>• Develops templates to assist BPM building managers in submission of Service Contract requests to the BPM Contracts Unit for processing.</li> <li>• Upon direction from BPM Contracts Unit management, collaborate with OBAS staff on a variety of projects to facilitate Service Contract processing needs. This may include development of Service Contract templates, tracking tools, and reporting tools.</li> <li>• Researches, develops, and makes recommendations to BPM program management regarding process improvement of BPM contracting procedures and processes.</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- 011103-BPM

% 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. <i>(Use additional sheet if necessary)</i>
5%	<ul style="list-style-type: none"> <li>• Track and monitor various data associated with the BPM Service Contracts function, as directed by management.</li> <li>• Write, develop and produce various reports and documents as directed by management.</li> <li>• Develop and provide various presentations and staff trainings pertaining to BPM Service Contracts and processes, as needed.</li> <li>• Attend and participate in various trainings to ensure a level of consistency, accuracy and compliance is maintained and remains a priority in completion of BPM Service Contract request packages.</li> <li>• Attend and participate on teams and committees as directed by management.</li> <li>• Attend quarterly State Contracting Advisory Network (SCAN) meetings.</li> </ul> <p><b>MARGINAL FUNCTIONS</b> Other duties as required in support of the BPM Contracts Unit, BPM Program and RESD Division functions, in order to meet business needs.</p> <p><b>KNOWLEDGE AND ABILITIES</b> <b>Knowledge of:</b> 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. <b>Ability to:</b> 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> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Experience with writing, developing Scopes of Work, and writing, formatting and processing Service Contracts.</li> <li>• Exercise a high degree of diplomacy, tact, professionalism, initiative and independence.</li> <li>• Establish and maintain cooperative and positive work relationships.</li> <li>• Excellent attendance and punctuality.</li> <li>• A demonstrated interest in assuming increasing responsibility.</li> <li>• Mature judgment, loyalty, and discretion.</li> <li>• Demonstrated knowledge of or ability to learn ABMS General Ledger, Purchasing, PAL, and other ABMS modules and Microsoft applications.</li> <li>• Organizational skills, set priorities, and work independently with minimum supervision.</li> <li>• Experience in analyzing and interpreting laws, rules, and regulations.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner.</li> <li>• Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and state government.</li> <li>• Demonstrated quality customer service.</li> <li>• Ability to work in a team environment with the ability to lead a team in completion of a task.</li> <li>• Receive and follow written and verbal direction from supervisors/lead person.</li> <li>• Ability to complete multiple work assignments within a specified timeline.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for a professional office environment.</li> <li>• Multi-task, meet deadlines, and adjust to changing priorities.</li> <li>• Work under pressure and meet tight deadlines.</li> <li>• Daily use of the personal computer and related software applications at a workstation.</li> <li>• Daily use of office machinery (fax, copier, etc.).</li> <li>• Work overtime as needed.</li> <li>• Occasional statewide travel for walk-throughs and training.</li> </ul>

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

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EFFECTIVE DATE:

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<b>UNIT NAME AND CITY LOCATED</b> BPM/HQ Contracts Unit - West Sacramento	<b>CLASS TITLE</b> Staff Services Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707-3 <sup>rd</sup> Street, 3 <sup>rd</sup> Floor, West Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 308-100-5157-925

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

Under the supervision of the Staff Services Manager I, the incumbent is responsible for performing analytical functions of average difficulty in support of the BPM Contracts Unit.

<b>% of time performing duties</b>	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. <i>(Use additional sheet if necessary)</i>	
30%	<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><b>This position is designated under the Conflict of Interest Code. The 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 and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p>To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the guidelines of the Department of General Services (DGS), Real Estate Services Division (RESD), Building and Property Management (BPM), Contracts Unit utilizing DGS, RESD and BPM Contract Policy Manuals and Memorandums, divisional and BPM Contracts Unit policies, procedures and processes, the RESD General Conditions for the Course of Construction (RGC), the State's General Terms and Conditions (GTC), and published directives within the Government Code (GC), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), State Contracting Manual (SCM), Purchasing Authority Manual (PAM), Civil Code (CC), Labor Code (LC), Business and Professions Code (BPC), Administrative Orders and Executive Orders.</p> <p><b>ESSENTIAL FUNCTIONS</b> <b>SCOPE OF WORK – Request for Contract and Evaluation</b> In order to ensure the writing, development and processing of BPM Scopes of Work (SOWs) for the less complex Service contracts are initiated and processed to the Office of Business and Acquisition Services (OBAS) in accordance with all contracting rules and requirements; and to ensure accuracy and consistency in preparation and submission of contract requests to OBAS for processing the incumbent:</p> <ul style="list-style-type: none"> <li>Receives acquisition requests from Building Managers and verifies project requirements with Building Managers, BPM staff, and supervisor, if needed.</li> </ul>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
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	<ul style="list-style-type: none"> <li>• Analyzes complex acquisition requests submitted by Building Managers and determines type of contract including: Service Agreements, Public Works, Non-Competitive Bid, Master Agreements, Invitation for Bid, Request for Proposals and contract amendments.</li> <li>• Conducts comprehensive research on detailed product specifications in order to effectively ascertain the BPM's needs and determine the solicitation type.</li> <li>• Evaluate requests for contract amendments and make recommendations to BPM management.</li> <li>• Conducts a detailed analysis of the project submitted and determines whether the Scope of Work for the project requires a Service Contract or cannot be determined by information submitted.</li> <li>• Completes Scope of Work evaluation and for those projects not clearly falling within a Service type definition, prepare documentation required to obtain authorizations/signatures required from PMDB Scoping Group/SMEs.</li> <li>• Submits project Scope to the PMDB Scoping Group/Subject Matter Experts (SMEs) for determination of contract type.</li> <li>• Analyze whether there are other factors needing analysis pertaining to the proposed project and Scope.</li> </ul>
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5%	<ul style="list-style-type: none"> <li>• Track and monitor various data associated with the BPM Service Contracts function, as directed by management.</li> <li>• Write, develop and produce various reports and documents as directed by management.</li> <li>• Develop and provide various presentations and staff trainings pertaining to BPM Service Contracts and processes, as needed.</li> <li>• Attend and participate in various trainings to ensure a level of consistency, accuracy and compliance is maintained and remains a priority in completion of BPM Service Contract request packages.</li> <li>• Attend and participate on teams and committees as directed by management.</li> <li>• Attend quarterly State Contracting Advisory Network (SCAN) meetings.</li> <li>• Serves as a team lead in manager's absence, as needed.</li> </ul> <p><b>MARGINAL FUNCTIONS</b> Other duties as required in support of the BPM Contracts Unit, BPM Program and RESD Division functions, in order to meet business needs.</p> <p><b>KNOWLEDGE AND ABILITIES</b> <b>Knowledge of:</b> 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 leadership. <b>Ability to:</b> 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><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Experience with writing, developing Scopes of Work, and writing, formatting and processing Service Contracts.</li> <li>• Exercise a high degree of diplomacy, tact, professionalism, initiative and independence.</li> <li>• Establish and maintain cooperative and positive work relationships.</li> <li>• Excellent attendance and punctuality.</li> <li>• A demonstrated interest in assuming increasing responsibility.</li> <li>• Mature judgment, loyalty, and discretion.</li> <li>• Demonstrated knowledge of or ability to learn ABMS General Ledger, Purchasing, PAL, and other ABMS modules and Microsoft applications.</li> <li>• Organizational skills, set priorities, and work independently with minimum supervision.</li> <li>• Experience in analyzing and interpreting laws, rules, and regulations.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner.</li> <li>• Communicate confidently and courteously with staff and management, including individuals of various levels in the private sector and state government.</li> <li>• Demonstrated quality customer service.</li> <li>• Ability to work in a team environment with the ability to lead a team in completion of a task.</li> <li>• Receive and follow written and verbal direction from supervisors/lead person.</li> <li>• Ability to complete multiple work assignments within a specified timeline.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for a professional office environment.</li> <li>• Multi-task, meet deadlines, and adjust to changing priorities.</li> <li>• Work under pressure and meet tight deadlines.</li> <li>• Daily use of the personal computer and related software applications at a workstation.</li> <li>• Daily use of office machinery (fax, copier, etc.).</li> <li>• Work overtime as needed.</li> <li>• Occasional statewide travel for walk-throughs and training.</li> </ul>