

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-

11156 – FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Facilities Management Division - Headquarters	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday Through Friday 8:00 am to 5:00.p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 3 rd Floor, West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 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 direction of the Facilities Management Division Assistant Branch Chief, the incumbent provides complex and technical analytical support for FMD's Headquarters statewide.

% 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>The Bay Region consists of San Francisco, Oakland, Santa Rosa, San Jose and various satellite counties throughout the Bay Region and includes 12 support facilities within a 500-mile radius of the Bay Region. Region I consist of approximately 2,677,535 square feet of full service and partial service buildings in downtown Sacramento.</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 FMD 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 FMD, the incumbent will independently provide complex administrative and broad technical support and acts as primary analyst to the Assistant Branch Chief, the Bay and Sacramento Regional Managers and ten Building Managers assigned in the Bay and Sacramento Regions.</p> <p>ESSENTIAL FUNCTIONS In order to provide analytical support services to the Assistant Branch Chief, Regional Managers and Building Managers:</p> <ul style="list-style-type: none"> Independently analyzes, researches, gathers, and develops building operation workload, operation and facility management reports using ABMS, PAL and MAXIMO databases as well as information obtained from individual Management Units throughout the Bay and Sacramento Regions to load and track cost of labor and materials for projects and preventive maintenance by individual facility.
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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"> • Prepares a variety of technical and complex reports, letters, resolutions and other documents requiring highly advanced knowledge of specialized subject matters; maintains and monitors complex work logs and tracking systems; reviews and analyzes complex administrative records to identify needed information. • Provides detailed workload, budgeting, estimating and project management reports based on independent research to the Assistant Branch Chief and other appropriate FMD staff utilizing designed formats at the direction of the Assistant Branch Chief and FMD Headquarters. • Independently reviews and develops operational program improvements for assigned regions, by streamlining current processes and recommending procedural changes in facility management, project management, budgeting, accounts management, procurement processes and procedures, labor costs, payment processes, utilizing the Activity Based Management System (ABMS), Project Accounting and Leave System (PAL), Access Program Logs, and Excel Spreadsheets to prepare a wide variety of workload and technical reports, project and preventative maintenance schedules to analyze problems, develop solutions and implement changes regarding program issues. • Develops and drafts, through comprehensive research, internal policies and procedures for managing and maintaining up-to-date reports on assigned FMD Bay Area and Sacramento regional buildings organizational information such as square footage (office versus storage), tenant occupancy, tenant contacts, operational services being provided and submit to Assistant Branch Chief monthly for review and approval to insure that correct leasing rates are being applied to tenants throughout the regions. • Researches and prepares appropriate verbal or written response of recommended courses of action to Assistant Branch Chief to meet customer needs, maintaining tact and diplomacy and using good judgement regarding sensitive and confidential matters for responding to DGS and FMD Executive Office inquiries. • Independently research, develop, facilitate, and implement formal and informal trainings specific to the Bay and Region I staff to use to manage various operational and program areas to improve building operations and job performance to improve the way the Bay and Region I staff each program within its facilities and regions. • Independently conduct research, gather data, interpret information and formulate verbal or written responses for the Bay and Sacramento Region I, Executive Team utilizing ABMS, PAL, and various other databases to create complex ad-hoc project status and expenditure reports to respond to DGS, FMD and Tenant Agencies Operation and Projects Inquiries in an accurate and timely manner. • Prepare responses to correspondence, gather and monitor data, and meet with external and internal Clients to determine client satisfaction of building operations being conducted by FMD/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. • Provide oversight and guidance that will be specific to Bay and Sacramento Region I staff by researching, developing, scheduling, and facilitating formal training to maintain and manage operations budgets, contracts and project schedules to assist staff in performing specific 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 the status of projects, preventative maintenance schedules, workload, budgets and staffing in various 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. <p>Project Funds Management Manage and oversee the Bay Region and Sacramento Region I Facilities Management Division'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"> • Evaluates and ensures the allocation of project funds using Special Repair budget documents and ABMS. • Coordinates all phases of Bay Region and Sacramento Region I 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. • Analyzes all regional 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 Assistant Branch Chief, Regional Managers and Building Managers. • Coordinates and identifies necessary funding for unplanned and emergency regional and individual facility

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	<p>projects by developing and tracking Project Status Reports and excel tracking documents.</p> <ul style="list-style-type: none"> • Assemble and present Bay Region and Sacramento Region I, final fiscal year listing of Special Repair Projects to the Assistant Branch Chiefs and Branch Chief for review and approval. • Gather, analyze and present data for the Assistant Branch Chiefs, to facilitate the preparation of each facilities Operation and Maintenance budget, with regional and building managers, using Microsoft Office software. • Coordinate special repair project documents (scope of work, contract requests) that are received in FMD Headquarters from FMD Bay and Sacramento Region I using Microsoft excel worksheets. • Develop methodologies for tracking special repair project costs to buildings by using ABMS and other automated systems. <p>Program Liaison with Control/Client Agencies Coordinate with Building Managers, Chief Engineers and Tenant Representatives to ensure prompt reviews and approval of FMD proposed projects for facility improvements related documents for proposed "DCU Construction Projects."</p> <p>MARGINAL FUNCTIONS 10% In order to make recommendations to the Facilities Management Division, Branch Chiefs and Client Agencies on the Construction Services branch efficiency of operations:</p> <ul style="list-style-type: none"> • Act as the lead analyst to the Assistant Branch Chief and/or Regional Managers to provide expert technical analysis on a broad variety of program issues to be presented to the Divisional and Department Executives. • Independently perform complex detail analysis for special projects as requested by the Construction Services Branch Management Team. Participates on designated FMD project teams as required. • Prepares verbal and written responses to inquiries for a variety of DCU matters including, but not limited to: bill analysis, issues memos, special studies, and reports by conducting the required research and analysis and by providing alternatives and making recommendations to management as needed. • Provides backup to the other FMD headquarters analysts in various administrative and office support areas such Assistant Branch Chief Support, personnel, and conference room coordination. <p>KNOWLEDGE AND ABILITIES 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. 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 over 250 projects in two funding sources. • Working knowledge of ABMS.

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	<ul style="list-style-type: none">• Excellent written and verbal communication.• Possession of a valid California Driver's License.• Travel may be required.