STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **010894-BPM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Building and Property Management Branch	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Region VI – Statewide Programs - West Sacramento	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707-3rd Street, West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-220-5393-001

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 SSM I, the incumbent will be providing technical and precise data gathering, analyses, and reports for Maximo and Life Cycle Costing systems in BPM Headquarters.

% 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%	*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.* **DUTIES** All work to be accomplished under the direction of the SSM I and in accordance with all applicable laws, rules, regulations and/or guidelines of the Department of Human Resources (CalHR), the State Personnel Board (SPB), State Compensation Insurance Fund (SCIF), Federal and State Laws, Memorandums of Understanding (MOU), Master Agreement, the Department of General Services (DGS), Office of Risk and Insurance Management (ORIM), Real Estate Services and BPM policies, procedures and manuals. **ESSENTIAL FUNCTIONS** In order to maintain and administer the BPM's Facility Maintenance System, Maximo, and to maximize employee productivity according to Industrial Best Practices: • Performs complex analysis of pre-existing Facility Maintenance system within BPM to establish effective work flow routing, business practices, maintenance record keeping, and identifies the impediments to the efficient flow of work requests from the customer throughout the BPM maintenance organization by utilizing the computerized workflow system. • Establishes Preventive Maintenance procedures and policies to protect the State's investment in real property and assets. • Establishes a system of periodic software upgrades to the Maximo system working in conjunction with Enterprise Technology Solutions and keeping with the accepted best practices. • Provide high level technical and administrative support to BPM personnel to maintain maximum efficiency in each management unit. • Integrates the Maximo Facility Maintenance System and the accounting system to provide a real time exchange and reduce redundant entry.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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

DUTY STATEMENT

% 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)*
25%	In order to accurately determine cost, time and staff effectiveness for BPM facility's preventive maintenance operations program, according to published guidelines: • Performs cost effective analysis on BPM Facility Maintenance operations to determine best use of maintenance staff with regards to Preventive and Predictive Maintenance utilizing Excel database comparison spreadsheets. • Reviews maintenance schedules and compares to breakdown and emergency repairs to identify over and under maintenance levels by identifying trends through historical maintenance records within BPM Facility Maintenance system.
20%	In order to develop standards for evaluating the current condition and status of existing components and equipment used within BPM facilities according to published guidelines: • Performs preliminary data gathering and documentation to establish a methodology for analyzing lifecycle cost of major facility components and equipment utilizing similar life cycle references such as RS Means and Whitestone. • Develops standards for evaluating current condition and status of existing components and equipment by using BPM engineering and trade staff and the private sector for comparable sources when applicable.
15%	In order to ensure accuracy and minimize discrepancies between BPM Facility Maintenance system and the Department's accounting system: • Analyzes and documents the interaction between the BPM Facility Maintenance system and the Department's accounting system using computerized flowcharts, data dictionaries, pre-existing documentation, and entity relational charts. • Identify dataflow bottlenecks and makes recommendation to streamline current procedures. In order to identify non cost effective business and maintenance practices, assists and guides BPM facilities to develop standard reports and performs analysis for comparison of staffing and operation readiness of management units and/or facilities. Perform analysis on BPM' current work flow processes utilizing BPM facility maintenance information and ad hoc report generators to determine possible overlapping or redundancies of functions being performed by BPM administrative support staff.
5%	**MARGINAL FUNCTIONS** Conducts research and presents findings for a variety of special projects, as assigned by management. **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. **DESIRABLE QUALIFICATIONS:** **SPECIAL PERSONAL CHARACTERISTICS** • A demonstrated interest in assuming increasing responsibility. • Mature judgment, loyalty and discretion. • Ability to learn or demonstrated knowledge of ABMS Modules. • Ability to work closely with Building Managers in reporting building operations status. • Ability to work closely with BPM Supervisors. • Ability to track maintenance operations and report to management as needed.

% 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)*
	• 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; willingness and ability to accept increasing responsibility. • Ability to create reports using web base data bases, Crystal Report applications and SQR reports. • Ability to independently design, prepare and conduct training sessions for large groups of BPM employees. **ADDITIONAL QUALIFICATIONS** • Ability to organize, set priorities, and work independently with minimum of supervision. • A working knowledge of spreadsheets and relational databases. • Knowledge of BPM Maximo System. • Knowledge of ABMS Projects Module, Transaction Controls, Project and Task Ownership, New Projects, Budgeting, Invoicing and Maximo Linking. • Knowledge of BPM Tenant Services, ARF & Special Repair Project funding processes. • Knowledge in the use of Microsoft Applications such as Microsoft Word, Excel and Access. • Knowledge of SQL command language. • Knowledge of Facility Maintenance. **INTERPERSONAL SKILLS** • Ability to work well with a team. • Receive and follow direction from supervisors. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:** • Requires ability to effectively handle stress and meet deadlines. • Communications skills, both oral and written. • Maintain regular attendance. • Maintain required job schedule. • Focus attention on details and follow work procedures. • Ability and willingness to travel.