

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-

OAH-11046

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Administrative Hearings	POSITION NUMBER (Agency - Unit - Class - Serial) 306-657-5157-008
UNIT NAME AND CITY LOCATED Administration Division - Sacramento	CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 2349 Gateway Oaks, Suite 200
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-657-5157-008

The Department of General Services' (DGS) and Office of Administrative Hearings' (OAH) Core Values and Employee Expectations are key to the success of OAH's Mission. That mission is to "provide a neutral forum for fair and independent resolution of administrative matters, ensuring due process and respecting the dignity of all." DGS/OAH employees are to adhere to OAH's Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

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

Under the direction of the Staff Services Manager I, the Staff Services Analyst (SSA) acts as the records management coordinator, interagency and local agency contract monitor, and provides technical/analytical support and assists in performing and directing a wide range of technical, complex, and consultative services and functions for the Office of Administrative Hearings.

% 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)

30%	<p>All work is accomplished in accordance with the laws, rules, regulations and/or guidelines and policies of the State Personnel Board (SPB), California Department of Human Resources (CalHR), Department of Finance (DOF), State Controller's Office (SCO), Department of Education (CDE), Federal and State laws (i.e. Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, the Public Employees Retirement System, CalOSHA, DGS and OAH.</p> <p>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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to administer contract services between OAH and other state and local agencies, by performing the functions of Contract Coordinator, the incumbent:</p> <ul style="list-style-type: none"> • Responds to inquiries regarding OAH's services, costs for the service, contract language, etc., following the published guidelines of the Office of Fiscal Services (OFS). Researches statutes and regulations governing the prospective client's licensing, disciplinary, and other types of activities for which hearing services are being requested. Ensures that services provided by OAH are not conflicting with those guidelines and reports findings to Staff Counsel and Presiding Administrative Law Judges (PALJ) for legal opinions on whether OAH should proceed further with the requests. • Coordinates, prepares, and monitors Interagency Agreements entered by OAH and more than 30 State agencies by analyzing proposed contract terms and making recommendations to the Staff Counsel and PALJs and by following the procedures and guidelines of the State Administrative Manual (SAM).
-----	--

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

GS 907T (REV. 03/05)

% 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>
	<p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Coordinates, prepares, and monitors Local Agency Agreements entered by OAH and more than 400 California cities, counties, school districts, and boards by communicating with local agency representatives and following for completion of signed agreements prior to OAH providing services. • Reviews proposed contracts to ensure that agreements meet statutory and State requirements according to the principles and guidelines of the DGS and SAM manuals. Interprets contract language, statutes, and regulations and communicates analysis to management. • Monitors activity on the agreements and verifies charges using the Practice Manager system and applicable accounting ledgers to ensure that charges are within the scope of the interagency agreement according to OFS published guidelines. Ensures and verifies accuracy of data. • Analyzes activity to ensure that charges do not exceed contract maximums and projects future usage to determine the need for amendments to terms and/or funding. Communicates this information to OAH Staff Counsel, PALJ, and OAH management. • Reviews and develops guidelines to ensure internal uniformity of contract language for interagency agreements and local agency agreements. Facilitates annual meetings with Staff Counsel, PALJ, and management to determine efficiencies of OAH's processes and suggested changes. Communicates information to the client agencies as needed. • Develops and facilitates training sessions with ALJs on process changes and special requirements as outlined in the agreement.
20%	<p>In order to ensure that OAH meets records retention, storage, and destruction guidelines, the incumbent:</p> <ul style="list-style-type: none"> • Independently researches available regulations and other documentation, i.e. SAM, government codes, and other published retention manuals to develop OAH policy for appropriate handling of documents, files and other paper and electronic records. Reviews recommended policy with OAH management and implements final product. • Serves as OAH Statewide Records Management Coordinator and works closely with regional staff to develop uniform retention and destruction processes and procedures. Maintains continual oversight of office participation in ensuring regular and timely document archiving and destruction activities. • Provides training and support to all OAH staff as needed to ensure full compliance of records policies. • Attends records management meetings, forums, and trainings to ensure that necessary updates and changes to State policy are reflected in OAH's internal policy and processes. • Analyzes and prepares annual records management report and ensures OAH is in compliance with records management guidelines and that appropriate storage is available for all OAH records.
20%	<p>In order to ensure that OAH's staff and office functions are able to operate unimpeded due to equipment and supply needs, the incumbent:</p> <ul style="list-style-type: none"> • Acts as purchasing liaison for all OAH offices with DGS' Office of Business Acquisition Services (OBAS). Receives and coordinates orders, including furniture, technology, office supplies, and special orders. • Independently analyzes acquisition requests and conducts comprehensive research by collecting data on product specifications and options available for both routine and extraordinary office purchases. Evaluates all options by reviewing availability of statewide contracts; small business, disabled, or veteran business; and taking such things as cost, features, performance, and warranties into consideration. • Determines most appropriate purchase and presents a written or verbal analysis of findings to management and budgetary staff for selection and approvals. Upon approval, prepares purchase requests, scopes of work, justifications, and forwards same to OBAS using established requisition processes. Maintains regular communication with OBAS staff to ensure completion of purchase documents and that the order is placed with the vendor. • Uses a State issued Cal-Card to make emergency purchases when OBAS is unable to meet OAH's needs timely. • Collects information to prepare and submit bid requests to vendors to ensure best purchasing practices and best available pricing. Evaluates responses to bid requests to verify that they meet all criteria specified and performs comparative studies to confirm that the items quoted are the same from each vendor. Identifies any differences or discrepancies and determines most appropriate purchase. Presents recommendations to management for final decision.

DUTY STATEMENT

GS 907T (REV. 03/05)

% 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>
10%	<p>ESSENTIAL FUNCTIONS (Continued)</p> <ul style="list-style-type: none"> • Independently performs analytical research for special projects and specialized equipment purchases to determine the OAH's best course of action comparing price, equipment features, historical data, and other important factors (i.e. leasing postage meters for the regional offices vs. the use of electronic postage). Presents findings and recommendations to OAH management. • Collects data and performs analysis of actual postage usage vs postage meter's capabilities in each regional office. Maintains this data in an annual format and prepares reports and recommendations to management on meter models that best suit OAH's needs. Ensures cost effectiveness of the meters and corresponding supplies being considered. • Maintains inventory records of commonly used law books and agency regulations that are critical reference materials for OAH's ALJs in performing their duties. Researches revision dates and orders updated materials appropriately. <p>In order to ensure that equipment, supplies and furniture owned by the State are accounted for appropriately and maintained in good working condition, the incumbent:</p> <ul style="list-style-type: none"> • Independently acts as OAH property manager and develops processes and procedures for maintaining OAH's equipment, furniture, and supplies. • Interprets State policy on surplus equipment and develops OAH procedures for identification and removal of surplus equipment. • Independently leads a team of regional office representatives to ensure that inventory levels are monitored and the correct location of furniture and equipment is recorded. Evaluates this information to identify surplus equipment and supplies. Arranges for transfers of items between offices or arranges for removal of items identified as surplus. Presents recommendation for surplus to OAH management for approval. • Independently collects data on regional office supply and equipment usage, evaluates inventory levels, and makes decisions on quarterly ordering to ensure that supplies purchased will be sufficient for each office until the next quarterly order is placed. • Identifies and determines surplus items to be sent to state warehouse. Prepares necessary forms and arranges for shipment of the items once approval has been received from the Office of Fleet and Asset Management (OFAM).
10%	<p>In order to ensure the safety and welfare of OAH employees and visitors to the Sacramento OAH office:</p> <ul style="list-style-type: none"> • Acts as Security Officer for the Sacramento office. Addresses security issues as they relate to the Sacramento office including alarms, security cameras, and evacuations. Leads Sacramento OAH staff in developing security measures and practices that are specific to the local office. • Participates as member of OAH's Security Team as the representative for the Sacramento office. Attends team meetings and works closely with other team members to address statewide security needs brought before the team. • Serves as liaison with Sacramento area division of the California Highway Patrol (CHP) and maintains regular contact with our local safety officer. Consults with CHP officers for strategic planning and action when threats and other concerns are identified. • Develops trainings and drills to ensure that Sacramento staff are trained, and prepared to respond appropriately to security specific emergencies. Researches subject matter experts available for guidance and assistance and prepares training materials to provide comprehensive information to staff. • Gathers information on personal security issues and consults with subject matter experts to provide appropriate training for OAH staff on protecting their privacy and avoiding bodily harm. Establishes processes and makes recommendations to management on those processes that will allow staff the ability to take personal action to ensure personal security.
10%	<p>MARGINAL FUNCTIONS</p> <p>Acts as backup to OAH's Travel Coordinator by using Concur and other methods to arrange travel and lodging requirements for OAH's traveling staff. Using directives from the State Travel Center, CalHR, and DGS, ensures that costs of all arrangements fall within approved State travel maximums or obtains necessary approvals for charges exceeding those amounts. Follows up with lodging establishments to ensure that reservations are in place and acceptance of the American Express ghost card is approved. Assists traveling</p>

DUTY STATEMENT

GS 907T (REV. 03/05)

% 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>
	<p>staff with any changes to reservations and follows up with travels for cancellation of travel services.</p> <p>Acts as backup to OAH's Americans with Disabilities Act (ADA) Coordinator by reviewing requests for accommodation of a disability filed with OAH. Assists with reviewing, analyzing, and determining whether the request is in compliance with the ADA, state laws and regulations. Determines if a continuance request should be treated as a request for accommodation and consults with the ADA Coordinator as needed. Assists with coordinating requests with the appropriate PALJ or Division PALJ and reviews and makes determination of appropriateness of sharing requests with opposing parties. Prepares, coordinates, reviews and tracks correspondence in response to inquiries. If specific accommodations are requested, coordinates with OAH personnel to ensure equipment, interpreter, or other assistive devices are available at the hearing, mediation, or settlement conference. Coordinates with calendaring staff to adjust hearing schedule if continuance is granted and ensures all parties are timely notified. Maintains the confidentiality of all ADA requests, correspondence, and other materials. Drafts and reviews Orders for PALJs for accommodation continuance requests.</p> <p>Acts as backup to OAH's Public Records Act (PRA) Coordinator by responding to public records act requests verbally, electronically, and via mail. Reviews and analyzes verbal and written requests for public records and makes determination on action to be taken.</p> <p>Accepts special projects to assist management in developing and implementing short and long-term goals; ensures that the OAH policies and procedures are uniform and aligned with statutes, regulations and pertinent case law to the extent applicable; assists in making decisions relative to office operations taking into account trends in the external environment and the impact on the public and what is in the best interests of OAH as a whole; and develops a positive and collaborative relationship with outside agencies.</p> <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i></p> <p>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.</p> <p><i>Ability to:</i></p> <p>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>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to work independently and take initiative to improve/create processes and systems. • Skilled in program/project management in a team environment. • Ability to use good judgment and take effective action. • Demonstrated experience writing policies, procedures, and reports. • Excellent analytical and problem solving skills. • Excellent written and verbal communication skills. • Excellent organization and research skills with attention to detail. • Ability to work well with changing assignments and priorities. • Effective skills in using Microsoft Office software, i.e. Word, Excel, Power Point, and Outlook. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated interest in assuming increasing responsibility. • Demonstrated ability to act independently, open-mindedness, flexibility and tact. • Demonstrated ability to maintain confidentiality. • Dependability and excellent attendance record. • Dependable, punctual, well organized and detail oriented. • Mature judgment; loyalty, poise, tact, and discretion. • Ability to work and communicate confidently and courteously with a wide variety of people and personality types. • Ability to work well with a team or independently.