

DUTY STATEMENT

GS 907T (REV. 03/05)

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-

10982-OFAM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) 306-110-5393-xxx
UNIT NAME AND CITY LOCATED Administrative Services - Sacramento	CLASS TITLE Associate Governmental Program Analyst (AGPA)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1700 National Drive, Sacramento, CA 95834
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-110-5278-004

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 OFAM Administrative Services Staff Services Manager I (SSM I), the incumbent is independently responsible for the most complex analytical functions of the Financial Information Systems for California (FI\$Cal) OFAM transition and streamlining billing processes within OFAM 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>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.</p> <p><i>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.</i></p> <p>In accordance with the laws, rules, regulations and/or guidelines of the Department of General Services (DGS) and State Administration Manual (SAM), the Department of Finance Budget Letters, the Office of Fiscal Services (OFS), OFAM policies, procedures and strategic plan, Public Contract Code, Government Codes, Business and Professional Codes, State Contracting Manual (SCM), the incumbent will perform a wide range of analytical functions in order to initiate or recommend changes that promote innovative solutions to meet the organizational needs of providing safe, reliable, and cost effective transportation for the State of California while utilizing a personal computer, Microsoft applications, accounting, and fleet management software products.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to contribute as a member of the FI\$Cal transition team to ensure OFAM's legacy systems are transitioned into FI\$Cal and to optimize OFAM's financial business management, the incumbent:</p> <ul style="list-style-type: none"> Assists with the statewide rollout and coordinates OFAM's implementation of FI\$Cal to incorporate the OFAM legacy systems, cost centers, account codes and projects. Analyze, review and make recommendations to OFAM management on FI\$Cal project plans and proposed plan revisions.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Shari Hickman	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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<p>% of time performing duties</p>	<p>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>
<p>30%</p>	<ul style="list-style-type: none"> • Represents OFAM at FI\$Cal working sessions with DGS FI\$Cal team and serves as one of OFAM's FI\$Cal Super Users. • Facilitates program data gathering and the implementation and testing of FI\$Cal Projects Module. • Participates in the training and implementation of FI\$Cal to OFAM end users. • Provides analysis to the Fi\$Cal Liaison to resolve functionality issues and system problems for end users throughout the implementation phase. • Conducts analysis of data extrapolation and monitors functionality of system reports. • Researches and reviews data and makes recommendations on FI\$Cal project documents, including schedule plans, training plans, implementation plans, decision documents and process workflows within OFAM. • Organizes and tracks the FI\$Cal response templates and tasks to ensure OFAM's business needs are met in FI\$Cal. • Provides training and problem resolution to new and existing OFAM users during FI\$Cal transition. • Assists in the development of training materials, crosswalks and tools for OFAM FI\$Cal users. • Provide back up to other project staff and perform other duties and assignments as required to ensure a successful implementation of the FI\$Cal project for OFAM. <p>Independently provides auditing, comprehensive research, reconciliation, analytical and consultative services, in areas such as interagency billing and FI\$CAL, for the Administrative Services unit:</p> <ul style="list-style-type: none"> • Applies advanced spreadsheet and database skills to effectively manage and evaluate program data to produce charts, tables, graphs, and reports to be used for analytical research and decision making purposes by management. • Thoroughly reviews and analyzes data to identify anomalies, inconsistencies, and errors. • Audits data in ABMS, FI\$Cal and billing related OFAM databases for accuracy and consistency between systems. • Strategically determines additional data and analyses as needed to achieve performance targets. • Reviews various reports, conducts independent analyses, interprets results, and independently develops solutions and makes recommendations for improving operations. • Sets benchmarks, identifies performance goals, and develops and recommends timeframes for implementing program and operation improvements. • Retrieves, organizes, verifies, and analyzes raw data from OFAM databases, ABMS, and other computer systems to create statistical reports for OFAM Management, DGS Executives and the State and Government Operations Agency (GOA). • Researches and independently prepares weekly, biweekly and monthly activity reports such as encumbrance, billing codes and FI\$Cal reports to ensure transparency and integrity of the FI\$Cal system.
<p>20%</p>	<p>In order to improve the efficiency of operations within and between the Headquarters Office and the diverse OFAM programs and satellite offices, the incumbent will work to streamline OFAM's billing services and institutionalize standard processes that support accountability to its mandates and fiscal solvency:</p> <ul style="list-style-type: none"> • Maintains a working level knowledge of state financial management functions and processes including procurement and contracts, and an understanding of budgeting, accounting, and statewide financial reporting and management functions. • Manages complex fiscal reviews by analyzing invoices against executed agreements and contracts (including rents and leases) to ensure accuracy, completeness and compliance with state law and maintains an accounting of obligated funds and payments by developing spreadsheets and reports to provide analytical interpretation of data and to advise management on vendor compliance. • Gathers, compiles, edits, and interprets qualitative, quantitative, and technical billing data, such as Electronic Fund Transfers (EFT) and Intrafunds, from a variety of sources for the diverse OFAM programs. • Conducts complex comprehensive research studies, based upon established OFAM priorities, to identify workload trends and outline current practices, especially as they relate to billing processes, including timeliness of billing OFAM clients, consistency of regulatory interpretations, and accuracy of billing reconciliation. • Identifies gaps where improvements are needed, and propose approaches, recommendations, and work plans to close the gaps and maximize the impact of the diverse OFAM program's services in California while ensuring the organization's accountability and fiscal solvency. • Ensures correct billing by comprehensively reviewing, reconciling, researching and tracking invoices as

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5%	<p>well as EFT invoices when services have been performed. When an incorrect bill has been identified develops appropriate verbal and written response(s) of recommended course of action to resolve invoice dispute of the items that were not received in accordance with SRF Fiscal Services Directive, Prompt Payment Act per Government Code Section 927, et seq.</p> <ul style="list-style-type: none"> • Researches, analyzes, interprets data to form opinions, develops alternatives, and recommends positions to the administration manager for decisions on a variety of operational issues; prepares briefing and background documents. • Uses a wide variety of data analysis techniques and tools such as metrics, statistics, data gap, forecasting, life cycle costs and comparative to plan, prepare, and execute research projects designed to streamline processes and improve efficiencies for OFAM programs. • Independently plans, organizes, and directs special projects that are sensitive, complex, and confidential in nature. • Researches, analyzes, and compares OFAM internal directives, statutes, existing policy, and current processes and procedures. • Independently review, analyze and take action on a variety of complex forms, reports, documents and correspondence pertaining to OFAM programs. • Provides recommendations and updates at management meetings and other meetings as needed. <p>In order to administer wireless communication services for OFAM using a personal computer, related software applications and various office and communication equipment:</p> <ul style="list-style-type: none"> • Formulates, administers and manages the OFAM policy on the use of wireless communications equipment by utilizing, researching and analyzing a variety of relevant source documents, including the DGS policy and guidelines on wireless communications, and attending applicable meetings and trainings. • The information is evaluated and recommendations are made to upper management through a written draft policy and approved recommendations are implemented. • Develops, audits, and updates a comprehensive state issued wireless communication services tracking, monitoring and inventory method using Excel spreadsheets as well as maintaining hard copy and electronic wireless communication files/documentation. • Researches non-compliance issues/violations of OFAM's policy on the use of wireless communication equipment by analyzing the issues, developing written corrective action plans to correct the violation, and coordinating with appropriate Program Managers to implement the correction plans.
5%	<p>In order to service OFAM's business support needs in space planning and leasing, the incumbent:</p> <ul style="list-style-type: none"> • Conducts studies using spatial analysis to determine the OFAM's office space, PY space, and leasing needs. • Assesses, consults with and makes recommendations to management for fulfilling space/leasing needs and requirements. • Develops an all-inclusive excel spreadsheet to monitor and track lease agreements for the various OFAM locations and works with RESD to acquire new office space utilizing the CRUISE program. • Serves as OFAM's liaison with the DGS Real Estate Services Division (RESD) to ensure OFAM management approved requests are implemented and finalized in a timely manner. • Maintains lease agreements by retaining hard/electronic copies for all OFAM locations. • Represents the OFAM at related meetings by attending when needed.
5%	<p>In order to ensure OFAM is in compliance with Government Code §11011.15 et.seq. and EO S-10-04:</p> <ul style="list-style-type: none"> • Independently conducts research and gathers data associated with statewide real property held by OFAM by analyzing lease documents and Statewide Property Inventory (SPI) data provided by RESD. • Performs complex technical analysis to correct inventory errors and provides recommended solutions to management. • Sustains a complete and accurate inventory of all real property held by OFAM by developing and utilizing a comprehensive excel spreadsheet. • Extracts data to prepare annual reports for verifying real property held by OFAM and completes the Real Property Report, Parcel History Report and the Structure Report for OFAM management by the designated reporting deadlines.

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	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Makes travel arrangements by securing travel itineraries and making reservations for air and/or ground transportation and lodging utilizing Concur, the state mandated online booking tool. • Attends quarterly travel coordinator meetings. • Supports the OFAM administrative efforts by providing backup to other professional staff in the unit, primarily in contracts, procurement and budgets. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: <i>Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; and methods and techniques of effective conference leadership.</i></p> <p>Ability to: <i>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.</i></p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Demonstrated experience in working with ABMS and cost centers. • Knowledge of state financial management functions, reporting and processes including procurement, contracts, budgeting, accounting. • Experience in analyzing and interpreting laws, rules, and regulations. • Experience developing processes and procedures. • Exercise a high degree of diplomacy, professionalism, initiative and independence. • Demonstrated quality customer service. • Train and provide direction to staff on internal processes and procedures. • Analyze situations accurately, problem solve and take effective action. • Knowledge of the operational aspects of the contract and procurement functions in the State of California. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, show open-mindedness, flexibility, and tact. • Function independently with little supervision performing complex technical and/or analytical duties. • Excellent analytical and problem solving skills. • Ability to make sound decisions and recommendations. • Ability to make presentations to management, clearly and logically, both orally and in writing. • Demonstrated leadership responsibilities and ability to complete performance on special project work. • Experience performing multiple tasks in an organized manner to meet critical deadlines. • Ability to pay close attention and effectively manage a significant amount of detail. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Ability to work as a team member and independently. • Ability to consult with a wide variety of stakeholders to facilitate participation in new processes and procedures. • Ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment. <p>ADDITIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Excellent writing and math skills, including the ability to spell correctly; use good English; develop clear and comprehensive reports; perform difficult arithmetical computations. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Appropriate attire for professional office environment. • Maintain regular, consistent and predictable attendance.

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	<ul style="list-style-type: none">• Frequent use of a personal computer and peripheral tools at a work station.• Requires ability to effectively handle stress and deadlines.• Communicate effectively.• Occasional travel may be required.