

**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-

**11280-OFAM**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Fleet and Asset Management (OFAM)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -
<b>UNIT NAME AND CITY LOCATED</b> Asset Management - Sacramento	<b>CLASS TITLE</b> Associate Governmental Program Analyst (AGPA)
<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> 1700 National Drive, Sacramento, CA 95834
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-112-5393-003

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 general direction of the Fleet Asset Manager, Staff Services Manager I, perform the more complex technical and analytical duties of the state vehicle asset analyst.

<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>
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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><b><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></b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In accordance with the Office of Fleet and Asset Management (OFAM) policies and procedures, the Department of General Services (DGS) Manual/Policy, State Administrative Manual, Public Contract Code, Government Codes, Business and Professional Codes, State Contracting Manual, Department of Personnel Administration Code, and applicable State/Federal laws, the incumbent will perform a wide range of analytical functions for the OFAM programs in order to meet the organizational needs of providing safe, reliable, and cost effective transportation for the State of California. All tasks are performed on an as needed basis unless otherwise noted.</p> <p>Ensures fleet acquisition plans and purchase documents from client agencies/departments for vehicles and mobile equipment meet State and Federal laws, procurement rules, contract specifications, departmental purchasing requirements and policies, using current contract specifications, manufacturers' specifications, Public Resources Code 25722 et al., and the Federal Energy Policy Act:</p> <ul style="list-style-type: none"> <li>• Reviews and analyzes vehicle/mobile equipment acquisition packages by ensuring all required documents are submitted and all statewide and federal policies are adhered to.</li> <li>• Evaluates purchase orders and purchase estimates for vehicles and mobile equipment for all State agencies (unless exempt). This includes ensuring purchases match approved fleet acquisition plans, proper documentation is provided and no unnecessary upgrades are being requested.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> Keith Leech, Jr.	<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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35%	<ul style="list-style-type: none"> <li>• Analyzes the valid need for the mobile equipment by reviewing comprehensive spreadsheets that include detailed information about each vehicle on the request and other data such as vehicle utilization, fuel consumption, life-cycle vehicle costing necessary to make recommendations to management and executive leadership.</li> <li>• Create memorandum to include analysis and recommendation of vehicle acquisition requests for submittal and approval to DGS Director and Agency Secretary.</li> </ul> <p>Prepares the following reports via Fleet Asset Management System (FAMS) database by running data from the FAMS database, analyzing it and performing year over analysis to look for anomalies, look for historical trends and draft a narrative summarizing findings:</p> <ul style="list-style-type: none"> <li>• California State Vehicle Fleet Fuel Report: OFAM collaborates with the California Energy Commission and the California Air Resources Board and utilizes bulk and retail fuel data from outside sources to report costs and trends of State vehicle fleet fuel consumption.</li> <li>• Senate Bill 552: OFAM compiles and maintains detailed information on vehicles owned or leased by the State and provides a summary report on non-essential vehicles.</li> <li>• Federal EPACT and EIA 886 Requirements: OFAM issues the federally required reporting on the use of alternative fuel vehicles and fuel use in the State's fleet. OFAM needs Statewide fleet data to assist with compliance.</li> </ul> <p>Collect Fleet data from all departments pursuant to Public Resources Code Section 25722.5 and California Government Code Section 14618. Departments upload vehicle information into the FAMS database monthly. The collection of data is achieved by fleet coordinators from state departments uploading monthly into FAMS database.</p> <ul style="list-style-type: none"> <li>• Educates departmental Fleet staff on the benefits of providing the Fleet data into the FAMS database, such as operating efficiencies, cost savings, fewer media inquiries and public records requests, etc.</li> <li>• Works with the state departmental Fleet staff in the development of interfaces and workarounds to automate as much of the fleet data collection needed for FAMS as possible.</li> <li>• Works with departmental Fleet staff in researching legacy data to collect as much historical Fleet data as possible for FAMS.</li> <li>• Develop and provide user training when required.</li> </ul> <p>Statewide, there are approximately 50,000 vehicles and mobile equipment owned by over one-hundred State departments and it is critical that we account for all vehicles in the state fleet at all times.</p> <ul style="list-style-type: none"> <li>• Performs data reliability testing of department fleet data to FAMS data by running departmental reports by manually reviewing each record to ensure data points reconcile to each other. Audits departmental data to departmental source documents to ensure that both sets of data reconcile to each other.</li> <li>• Performs data reliability testing on OFAM Fleet Focus data to FAMS data through manual checks to ensure that both sets of data reconcile to each other.</li> <li>• Develops utilization and fuel use trends and develop reports for the Asset Manager, Assistant Chief and Chief.</li> </ul>
10%	<p>Ensures the appropriate sale and transfer of used, rented, and leased vehicles and mobile equipment of all State agencies, and between State agencies, and legally recognized tax-supported entities are cost effective and compliant with State contract policy:</p> <ul style="list-style-type: none"> <li>• Coordinates, analyzes and approves (when appropriate) these transactions by ensuring proper documents are submitted, statewide policies and federal policies are adhered to.</li> <li>• Examines potential opportunities to transfer reutilized assets from other departments in lieu of purchasing by identifying and analyzing assets that may be available in the Fleet Reduction Program based on repair history, age of assets and vehicle will fit needs of department. Estimates any refurbishing costs by contacting vendors and identifying the current value using published estimating guides.</li> <li>• Determines the requesting agency's need and proposed use by reviewing written justifications for compliance with Fleet policies, departmental management memos and policies.</li> <li>• Identify potential misuse and or other issues with state assets and work with Inspectors or Senior Inspectors of Automotive Equipment to evaluate stated use and availability of other equipment within agency's own fleet.</li> </ul>

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10%	<p>Formulates policy change recommendations for the State Fleet Asset Manager, Assistant Chief and the Chief to assure that Fleet procedures, processes and practices are sound and in compliance with state and federal laws, rules and guidelines:</p> <ul style="list-style-type: none"> <li>• Utilizes Fleet publications, management memos, State Administrative Manual, the Federal Energy Policy Act, Government Codes, Department of Personnel Administration Codes and Public Resources Codes.</li> <li>• Utilizes Fleet Focus Data System, the FAMS database, usage and purchasing reports to analyze trends.</li> <li>• Utilizes Microsoft Word, PowerPoint and Excel to develop reports and make presentations on statewide mobile equipment policies and procedures and fleet acquisition processes.</li> <li>• Conducts presentations and preparation of management briefings on various issues for management action.</li> </ul>
10%	<p>Works with the Fleet Asset Manager on special projects; participates in studies pertaining to departmental procedures, strategic planning, and organization needs; provides input concerning program issues. Assists in conducting research, analysis and report writing by performing a variety of analytical and ad hoc studies and prepares subsequent reports, in order to support the OFAM programs business operations, as directed by the Office Chief for the purpose of providing Executive Office reports for Agency. Collects and assists in the analysis of automation data, resource and budgetary data by utilizing Fleet databases; performs cost/benefit analyses in order to support conclusions and recommendations. Prepares charts, graphs and other visual aids for oral and written presentations.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> <i>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.</i></p> <p><b>Ability to:</b> <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><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Strong computer skills, i.e., proficiency in Microsoft Office Suite.</li> <li>• Ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment.</li> <li>• Strong analytical and problem solving skills.</li> <li>• Familiarity with the Public Contract Code, Government Code, SAM, California Acquisition Manual and other similar documents.</li> <li>• Familiarity with the State's contract process.</li> <li>• Experience in analyzing and interpreting laws, rules and regulations.</li> <li>• Exercise a high degree of diplomacy, tact, professionalism, initiative and independence.</li> <li>• Demonstrated quality customer service.</li> <li>• Excellent attendance and punctuality.</li> <li>• Initiate or recommend changes that promote innovative solutions to meet customer needs.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to act independently.</li> <li>• Excellent analytical and problem solving skills.</li> <li>• Willingness to do routine or detailed work in order to learn the practical application of administrative principles.</li> <li>• 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.</li> <li>• Willingness and ability to accept increasing responsibility.</li> <li>• Ability to work both as a team member and independently.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Demonstrated use of good organizational and time management skills and the ability to prioritize multiple tasks to meet deadlines.</li> </ul> <p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Ability to act professionally at all times and represent the department effectively.</li> <li>• Act independently and work well as a team member.</li> <li>• Demonstrated good organizational and time management skills and the ability to prioritize multiple tasks and to meet deadlines.</li> <li>• Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to demanding clientele or adversarial conditions.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently and take initiative to improve or create processes and systems.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Appropriate dress for the office environment.</li> <li>• Ability to travel occasionally.</li> <li>• Daily use of a PC and related software applications, along with other office equipment.</li> <li>• Effectively handle multiple task and deadlines calmly and efficiently.</li> </ul>