STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **11541-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Statewide Parking 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 1416 10th Street Sacramento CA 95814
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-117-5393-925

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 the direction of the Parking Unit Manager, the incumbent independently performs a wide range of complex research, analytical and special project functions for the Parking Unit, Operation Travel Services (OTS) and Fleet Asset Management (FAMS) to provide safe, reliable and cost effective transportation for the State of California.

% 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. ***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.*** In accordance with all applicable state laws, government codes, rules, regulations, the Department of General Services (DGS) Manual/Policy, the State Administrative Manual (SAM), the Department of Finance, the Department of Personnel Administration, the State Personnel Board, Public Contract Code, Government Codes, Business and Professional Codes, and the Office of Fleet and Asset Management's (OFAM) policies and procedures the incumbent will utilize a personal computer, Microsoft (MS) Office products, Fleet Management and the Activity Based Management System (ABMS) and the Activity Based Management System (ABMS) software in performing all tasks. **ESSENTIAL FUNCTIONS** In order to independently conduct comprehensive special projects functions, the incumbent: • Works with the Parking Unit Chief, Section Chief and Assistant Chiefs on special projects and participates in studies pertaining to departmental procedures, strategic planning, and organization needs. • Conducts research on policies and trends, analyzes and interprets information and prepares written reports based on evaluation of data from various analytical and ad hoc studies, in order to support the OFAM programs business operations, as directed by OFAM management for the purpose of providing Executive Office reports for Agency and the Governor's Office.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Tasha Brennan (acting)		

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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% 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%	• Collects and assists in the analysis of automation data, resource and budgetary data by utilizing Fleet databases; performs cost/benefit analysis in order to provide recommendations to management for operational improvements. . • Creates charts, graphs and other visual aids for oral and written presentations and management briefings on various issues as needed for management action. • Uses Excel, FAMS, data gap reports, Fleet Focus, State Vehicle Auction System (SVAS), CA Surplus Property System (CSPS), Vehicle Asset Methodology (VAM), MS Word, Parking Unit tracking systems and other tools to research, develop, and draft reports and correspondence, such as issue papers, legislative reports, budget change proposals, customer and vendor correspondence. • Independently plans, organizes, and directs special projects that are sensitive, complex, and confidential in nature including but not limited to reports, policy analysis, and legislative bill analysis for the Parking Unit, OTS and FAMS, OFAM customers, OFAM partners, and external stakeholders to provide recommendations to management or supporting program operations. • Manages project risk and develops mitigation strategies; advises Management and Executive-level staff about program and policy issues, and implements directives from Management and Executive staff.
25%	In order to independently conduct comprehensive research and provide analytical and consultative services to streamline the OFAM's operations, the incumbent: • Obtains, organizes, and analyzes data from a variety of sources including the OFAM parking database, FAMS database and charge point databases to create spreadsheets and/or statistical reports for OFAM Executive Management, DGS Executive Management, and Agency on a routine basis. • Reviews and analyzes complex statistical workload data using regression analysis and ANOVA based upon established and emerging Division priorities. • Researches, identifies, and monitors current and future workload trends using time series analysis, ANOVA and any other needed statistical tools. • Manages program data by using spreadsheets and other databases to produce charts, tables, graphs, and reports for analytical research for the purpose of making recommendations to management on a routine basis. • Creates issue papers and ad hoc reports as requested by the Office Chief.
5%	In order to assist with evaluating and improving operational efficiencies, the incumbent: • Collects and examines data to identify trends, anomalies, inconsistencies, and errors in order to ensure the integrity of program databases. • Conducts analysis using statistical tools, flowcharts and decision matrices. Compiles, reviews, and disseminates performance metrics reports as directed. • Interprets data from program databases or raw data as needed to form opinions and make independent recommendations to management for action. • Communicates with management to facilitate their understanding of the performance metrics data. • Provides updates on current projects at various meetings, such as the weekly management team and quarterly all-staff meetings. • Conducts needs assessments for the improvement of existing performance metric tools, and creates and recommends statistical reports as needed.
	MARGINAL FUNCTIONS • Attends various meetings, such as the weekly management team and quarterly all-staff meetings as needed by OFAM senior management. • Develops, writes and maintains a desk manual by researching, updating and compiling the necessary information. • Supports the OFAM senior management efforts by providing backup to other professional staff in parking, OTS and FAMS.
	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, and government functions and organization.*

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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.*

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to analyze and interpret written material and quantitative data to draw conclusions and make recommendations.
- Ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment.
- Ability to write clear and concise reports and memoranda.
- Familiarity with the Public Contract Code, Government Code, SAM, California Acquisition Manual and other similar documents.
- Familiarity with the State's contract process.
- Experience in analyzing and interpreting laws, rules and regulations.
- Excellent attendance and punctuality.
- Excellent customer service and interpersonal skills.
- Willingness to travel as needed.
- Excellent organizational skills.

SPECIAL PERSONAL CHARACTERISTICS:

- Excellent analytical and problem solving skills.
- Ability to organize, establish priorities and manage multiple activities to meet critical deadlines calmly and efficiently.
- Capable of explaining complex issues in a concise manner to management and staff.
- Possess the ability to effectively handle stress and deadlines.

INTERPERSONAL SKILLS:

- Ability to plan, organize, multi-task, and establish work priorities to meet critical deadlines.
- Ability to pay close attention and effectively manage a significant amount of detail.
- Ability to work independently and as a team leader.
- Ability to work with customers and staff at all levels.
- Excellent communication skills (verbal and written).

ADDITIONAL QUALIFICATIONS:

- Working proficiency in MS Word, Excel, Outlook, Visio, PowerPoint, Adobe Professional, and ABMS.
- Demonstrate good organizational and time management skills and the ability to prioritize multiple tasks and to meet deadlines.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

- Appropriate attire for a professional office environment.
- Ability to travel occasionally.
- Daily use of a PC and related software applications, phone, fax, copiers and general office and communication equipment.
- Daily interaction with high level management.
- Sitting in a seated position for extended periods of time.
- Occasional off-site meetings within Sacramento that may require the use of various transportation modes, i.e. taxi, car, etc.

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