

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-

XXX-OSPPR

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Executive Office	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Office of Strategic Planning Policy and Research (OSPPR), West Sacramento	CLASS TITLE Research Program Specialist I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 – 3 rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-099-5742-00X

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 Staff Services Manager II, the Research Program Specialist I (RPS I) will exercise a high degree of initiative and independence in a policy consultant position for the Department of General Services (DGS) including the development of statewide management memos and internal administrative orders; provide data analysis and reporting for special projects assigned to OSPPR; serve as coordinator for the State Administrative Manual (SAM) and/or facilitator for internal and external stakeholder groups; serve as coordinator for department meetings and forums, while applying the core values of DGS --- integrity, accountability, communication, excellence, innovation and teamwork. The RPS I is expected to adhere to, model, and support these values.

% 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>
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ESSENTIAL FUNCTIONS

The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS) and the published directives within the state of California's statutory, regulatory, policy and procedural requirements.

25%

In order to assist with OSPPR's policy development and research functions, and provide written research analysis and assistance for special reports, issue papers and projects, as part of the highly-skilled team:

- Conduct complex program and policy studies for executive management including feasibility management studies involving DGS programs and department-wide issues;
- Analyze systems and processes, research "best practices", and interview DGS personnel and stakeholders;
- Facilitate meetings and discussions on business process re-engineering and program efficiencies;
- Prepare written reports and present recommendations to DGS senior management.

25%

In order to assist with OSPPR's data analysis, reporting for special projects, as part of the highly-skilled team:

- Work with DGS programs to establish or refine data tracking mechanisms;
- Work with DGS programs, including interviewing DGS personnel and stakeholders, to refine understanding of the data and make adjustments to tracking;
- Prepare written reports and present recommendations to DGS senior management based upon findings and data trends

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

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	ESSENTIAL FUNCTIONS (continued)
20%	<p>In order to function as a subject matter expert for the SAM Unit following the statutory and regulatory requirements:</p> <ul style="list-style-type: none"> • Serve as project lead for the update of the State Administrative Manual; • Provide decisions and work to resolve sensitive policy revision issues for DGS and outside stakeholders; • Consult with executive officers from departmental stakeholders; • Ensure that all SAM revisions and Management Memos (MM) are released and posted in a timely manner; • Acting in the role of lead coordinator/consultant, review and analyze SAM revision submittals, including the formatting of more complex or difficult revisions; • Consult with SAM authors by telephone or e-mail regarding their roles and responsibilities; • Resolve SAM revision issues (including more complex history searches); <p>Ensure proper documentation and approvals are maintained in SAM files.</p>
15%	<p>In order to maintain the SAM electronic work copy, update and revise, the SAM website as required by the directives of the State of California:</p> <ul style="list-style-type: none"> • Provide a viable product to be made available for state consumers; • Explain SAM process information, verbally, by e-mail or memorandum, to potential and current SAM authors and administrative staff; Research past and present state policy for customers; • Maintain a personal computer database of SAM authors and contacts; • Conduct personal research and prepare written communication for directors and deputy directors.
10%	<p>In order to function as a subject matter expert for the development of management memos and administrative orders following the statutory and regulatory requirements:</p> <ul style="list-style-type: none"> • Provide decisions and work to resolve sensitive policy revision issues for DGS and outside stakeholders; • Acting in the role of lead coordinator/consultant, review and analyze management memo submittals, including the formatting of more complex or difficult revisions; • Consult with management memo or administrative order authors in person, by telephone or e-mail regarding their roles and responsibilities; • Manage the routing process including writing summary and transmittal documents for executive management and agency staff.
5%	<p>In order to support the executive office:</p> <ul style="list-style-type: none"> • Facilitate meetings and serve as liaison for key department councils, tasks forces and policy committee; • Develop and transmit meeting agendas and provide meeting notes, arrange for presenters; • Monitor active issues to ensure timely resolution.
	<p>MARGINAL FUNCTIONS</p> <p>In order to perform all functions competently and work cohesively with the OSPPR team:</p> <ul style="list-style-type: none"> • Attend training classes as needed; • Satisfactorily complete all team training requirements; • As a member of a multi-disciplinary team, perform other duties as required to ensure successful implementation of the DGS strategic plan.
	<p>KNOWLEDGE AND ABILITIES</p> <p>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; methods and techniques of effective conference leadership.</p> <p>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</p>

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	<p>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.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility and tact. <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristic</p> <ul style="list-style-type: none"> • Write effective studies, reports, and other business correspondence; • Observe budget spending limitations established for the work unit; • Use a computer and software programs such as, Word, Excel, PowerPoint, SharePoint , and DotNetNuke for the majority of the work day. Expertise in Excel. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Promote teamwork and be proficient as a team member with all OSPPR units; • Be tactful when communicating with high level executives and all DGS staff; • Understand and comply with DGS and OSPPR office rules, policies, and procedures at all times; • Understand written and verbal instructions and communication. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Accountable for providing quality service and products; • Act independently with minimal supervision; • Work efficiently and effectively as well as cooperatively with all levels of staff; • Frequent use of a computer at a workstation; • Promote and be accountable for customer satisfaction and quality service to all DGS offices; • Must have mental alertness; • Responsive to satisfy customer's needs or resolve their problems; • Be an effective listener and be responsive to the needs of the DGS programs; • Office environment for majority of the work day; • Arrive to work on time and be fully accountable for working an 8-hour work day; • Come to meetings fully prepared, including handouts for distribution when appropriate; • Be well organized and thorough. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Requires ability to handle stress and deadlines. <p>Safety</p> <p>Follow all safety rules and procedures:</p> <ul style="list-style-type: none"> • Promote safe work practices by all employees; • Promote a safe working environment for all employees.