

DUTY STATEMENT

GS 907T (REV. 03/03)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

003-SSC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Seismic Safety Commission	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. – 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 1755 Creekside Oaks Dr Ste 100 Sacramento, CA 95833
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 346-001-5157-xxx

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.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Executive Director, the Staff Services Analyst (SSA) assists and advises the Director. The SSA will assist in the study and review the activities of the SSC programs to determine conformance with administrative policy and develop criteria for evaluating the effectiveness of SSC programs. The incumbent advises SSC program heads on administrative problems and procedures, participates in special studies and investigations and prepares administrative reports.

9. Percentage of time performing duties	10. 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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30%

ESSENTIAL FUNCTIONS**FI\$Cal**

Serves as the Liaison with the FI\$Cal Project and DGS by attending related events and meetings to assist the System Integrator (SI) in a successful implementation of the selected Commercial Off the Shelf (COTS) enterprise resource planning (ERP) software, the incumbent:

- Analyzes existing statutes, regulations, policies, standards, and procedures to assess the opportunities for business transformation and legislative change;
- Analyzes, develops, and introduces new statewide policies, standards, and procedural issues related to the implementation of the system;
- Analyzes and develops configuration and functional system designs;
- Analyzes and develops solutions to resolve issues departments are experiencing with the FI\$Cal system;
- Reviews and comments on SI deliverables;
- Reviews and participates in functional and user acceptance testing by identifying and analyzing potential problems and developing solutions;

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

SUPERVISOR'S NAME (Print)

Richard McCarthy

SUPERVISOR'S SIGNATURE

DATE

12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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<p>25%</p>	<p>ESSENTIAL FUNCTIONS (continued)</p> <p>FI\$Cal</p> <ul style="list-style-type: none"> ▪ Meets with stakeholders to ensure the design, development, and implementation of the system addresses statewide and departmental business needs for applicable business functions and applies best business practices; ▪ Provides direction to and disseminates information by communication via written correspondence, phone, meeting or email to FI\$Cal customer departments by answering questions and concerns about the FI\$Cal system and trouble-shooting independently and/or with a team until the issue is resolved. <p>Develops recommendations regarding FI\$Cal activities for FI\$Cal and DGS Management, the incumbent:</p> <ul style="list-style-type: none"> ▪ Researches, plans, organizes and conducts complicated comparative analyses of DGS and FI\$Cal issues independently and then writes the results of the analysis and interpretation in a report format or issue paper to present recommendations to Executive Management and/or outside entities to change and/or institute new FI\$Cal direction and/or processes to document and improve the partner role of DGS.; ▪ Produces updates to existing information, which requires collecting, editing, summarizing and analyzing data submitted by multiple entities; ▪ Develops plans to implement recommended changes and processes; ▪ Identifies, drafts and articulates Project decisions within the FI\$Cal Operational Decision-Making Framework; ▪ Identifies and articulates Project risks and issues; ▪ Collaborates in a team environment that includes analysis of activities necessary to achieve a successful implementation of the FI\$Cal Project. The implementation activities include collaboration, review, and analysis of detailed documents such as system requirements, change management plans, and FI\$Cal policies and procedures. <p><u>Procurement and Accounting</u></p> <p>Administer the Commission’s procurement and accounting functions, including: create and process purchases as the Commission’s Super-User in FI\$Cal; annually review, and maintain agency procurement policies and procedures to ensure the agency remains in compliance with state and federal law; prepare purchase documents and respond to and provide analytical support on procurement inquiries; prepare bid solicitations; collect, analyze, and report small business, disabled veteran-owned business, and recycled product data; maintain an accounting of purchases; perform detailed reviews of invoices and accounting reports for accuracy; work with DGS to reconcile year-end reports; serve as program liaison to coordinate resolution of and ensure compliance with P-Card requirements and resolve disputed charges; consult and train staff on procurement and accounting practices; and conduct research on and identify products and services that are aligned with statewide procurement goals.</p>

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	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none">• Possess excellent oral and written communication skills.• Possess ability to work cooperatively with others or independently.• Receive and follow verbal/written direction from supervisors.• Demonstrate positive attitude, open-mindedness, flexibility and tact. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none">• Demonstrate ability to perform efficiently and effectively under deadlines and pressure.• Wear business dress in accordance to office environment.• Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.• Demonstrate ability to multi-task with changing priorities.