SPEC: STAFF SERVICES ANALYST (VARIOUS CLASSES) SERIES
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

STAFF SERVICES ANALYST (VARIOUS CLASSES)
Consolidated Series Specification
(Established September 22, 1977)

Schem Code	Class Code	Class
JY20	5157	Staff Services Analyst (General)

DEFINITION OF SERIES

This consolidated series specification describes a recruiting and developmental class for persons qualified to perform analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents are assigned duties and responsibilities commensurate with their background and training. Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management, and personnel analysis; and do other related work.

This is the first journey level. Positions are permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult assignments found in the full journeyperson level.

SCOPE OF STAFF SERVICES ANALYST (GENERAL)

Studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of organization, procedures, budgetary requirements, and personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts; interviews and consults with departmental officials, employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives; reviews and analyzes proposed legislation and advises management on the potential impact; makes decisions on financial, personnel, and other transactions of average complexity; works as a field representative in intergovernmental negotiations; prepares correspondence.

MINIMUM QUALIFICATIONS

STAFF SERVICES ANALYST (GENERAL)

Either I

Education: Equivalent to graduation from college with any major, but preferably with specialization in public or business administration,

accounting, economics, political or social science, or law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience in the California state service may be substituted for the required education on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.)

Or II

Six months of experience performing the duties of a Personnel Technician I, Range B, in State service.

Or III

Six months of experience performing the duties of a Budget Technician I, Range B, in State service.

Or IV

Six months of experience performing the duties of a Management Services Technician, Range B, or Occupational Technician (General), Range B, or Business Service Assistant (Specialist), Range B, in State service.

Or V

Experience: One year of experience in the California state service performing the duties of a class at a level of responsibility equivalent to a Program Technician II, Office Services Supervisor I, or Office Technician. and

Education: Twelve semester or eighteen quarter units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law, or a closely related area.

KNOWLEDGE AND ABILITIES

STAFF SERVICES ANALYST (GENERAL)

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization.

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.

SPECIAL PERSONAL CHARACTERISTICS

STAFF SERVICES ANALYST (GENERAL)

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or avocational interests; willingness

and ability to accept increasing responsibility.

CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Staff Services Analyst (General)	9/22/77	6/12/89	--

STATE OF CALIFORNIA

DUTY STATEMENT

GS 907T (REV. 08/01)

DEPARTMENT OF GENERAL SERVICES

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
2. UNIT NAME AND CITY LOCATED HEADQUARTERS - Administration - Sacramento	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 Third Street, West Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Fiscal and Project Manager (Staff Services Manager I) the incumbent independently performs the less complex project coordination and budgetary duties as follows:

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. *(Use additional sheet if necessary)*
	To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the DGS and SAM Manuals, the Department of Finance Budget Letters and the Governor's Executive Orders, the RESD and BPM strategic plans, the guidance of the BPM headquarters office/staff, and DGS's OFS and OHR.
25%	**ESSENTIAL FUNCTIONS** In order to monitor Special Repair, Tenant Improvement, and Capital Outlay Projects according to published guidelines: • Assists project manager in allocating project funds using Special Repair budget documents and ABMS. • Monitors, tracks and coordinates all phases of projects including new start, fund transfers, use of project funds and schedules, establishment of construction completion dates, and project closure process using ABMS, MAXIMO and Microsoft Excel source documents. • Analyzes contract funds, approving contract for payment using ABMS, MAXIMO, and Microsoft Office Software. • Analyzes project over-expenditures and scheduling delays using ABMS, MAXIMO and Microsoft Office Software and proposes solutions verbally or in writing to the Fiscal & Project Manager or Branch Chief.
25%	In order to monitor project records according to published guidelines: • Prepares Memorandum of Agreement, augmentation, confirmation of requests or changes, transmittal letters, and funding transfer requests using ABMS Project Data and Microsoft Office Software. • Assists BPM Management Units in completing all necessary documents for contract preparation including reviewing contracts' scope of work. • Assists project managers in identifying necessary funding for BPM projects by reviewing summary project status reports.

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

SUPERVISOR'S NAME (Print)	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*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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. *(Use additional sheet if necessary)*
20%	In order to prepare Special Repair Projects Request for the BPM Annual Budget Process in accordance with published guidelines: • Monitors and coordinates the BPM Annual Budget Process including development of procedures to develop Regional Budget Packages, new budget packages for completeness by reviewing annual special repair procedures and prior year special report submittals. • Presents recommended Special Repair Projects at annual budget hearing to Chief, Assistant Chiefs and Regional Managers using proposed project reports from BPM Regions proposing approval or denial of request based on branch priorities. • Reviews special repair and ARF projects with regional and building managers at monthly manager's meeting using approved project data. • Trains BPM staff to monitor building projects status using ABMS Projects, General Ledger, PAL and MAXIMO. • Researches and develops methodologies for tracking special project and recurring maintenance costs to buildings by using ABMS, MAXIMO and other automated systems. • Develops Fund Condition Statements to encumber funds into Architecture Revolving Fund by using ABMS Projects. • Develops fund extension requests based on project needs and schedule based on ABMS Reports.
10%	In order to prepare Monthly Project Expenditure Status Reports according to published guidelines: • Prepares project income/expenditure projection analysis for BPM staff using ABMS Reports, Microsoft Office Software. • Analyzes internal hiring request to review for available funding by using the State Controller's Report, monthly budget and income and expense reports, and ABMS browser reports.
10%	In order to assist the Project Manager in carrying out the Energy Program in accordance with Executive Orders and published guidelines: • Surveys existing energy conservation measures in BPM buildings and develops Microsoft Excel spreadsheets to track results. • Assists BPM Management Units in reviewing documents and tracking Peak Load Reduction Plans using various spreadsheets. • Monitors and tracks progress for implementing peak reduction programs through Management Unit reports and various spreadsheets. • Assists in the implementation of various action plans identified by the DGS Energy Committee.
	MARGINAL FUNCTIONS
5%	Represents BPM in meetings with RESD, client agencies, Department of Finance, and Legislative Analyst, to discuss project status, funding issues, scope, and schedule using information gathered from BPM Monthly Project Status Reports, ABMS and MAXIMO.
5%	Completes funds transfer document in order to obtain funds for Special Repair, Tenant Improvement or Capital Outlay Projects using Microsoft Office Software and completed budget request forms.

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. *(Use additional sheet if necessary)*

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; methods and techniques of effective conference leadership.

***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; and appear before legislative and other committees.

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated interest in assuming increasing responsibility
- Mature judgment, loyalty and discretion
- Ability to learn or demonstrated knowledge of Microsoft Applications such as Microsoft Project, ABMS General Ledger and other ABMS Modules
- Ability to work closely with Project and Building Managers in reporting project funding
- Ability to work closely with DGS Accounting in tracking funding
- Ability to track project costs and report to management as needed

ADDITIONAL QUALIFICATIONS

- Ability to organize, set priorities, and work independently with minimum of supervision.
- A working knowledge of spreadsheets and relational databases
- Knowledge of Project Accounting Principals and Practices
- Knowledge of ABMS Projects Module
- Knowledge of Capital Outlay and Special Repair Project Budgeting
- At least six months in the use of Microsoft Applications such as Microsoft Word, Excel and Access.
- One year of experience utilizing a variety of analytical techniques to resolve complex governmental and managerial problems.
- One year of experience developing and evaluating alternatives to issues and/or problems.
- One year of experience analyzing data and presenting ideas and information effectively both orally and in writing

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. *(Use additional sheet if necessary)*
	INTERPERSONAL SKILLS • Demonstrated ability to work well with a team • Receive and follow direction from supervisors **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Requires ability to effectively handle stress and meet deadlines. • Communications skills, both oral and written. • Maintain required job schedule • Focus attention on details and follow work procedures

DEPARTMENT OF GENERAL SERVICES

EMPLOYMENT OPPORTUNITY

1. RPA #
ANALYST'S INITIALS
DATE 11/08/04

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE	3. POSITION NUMBER	4. TENURE	5. TIME BASE	6. CBID
Staff Services Analyst (General)		**PERMANENT**	**Full Time**	R01

7. OFFICE OF	9. LOCATION *(CITY or COUNTY)*	13. MONTHLY SALARY
	West Sacramento, CA	**$2,632 TO $3,201**

8. SEND APPLICATION TO:	10. WORKING HOURS	
707 Third Street, 5th Floor **West Sacramento, CA 95605** **Attn:**	**MON - FRI, DAYS - 8:00 am - 5:00 pm**	
	11. PUBLIC PHONE NUMBER **(916) 375-4953**	
	12. CALNET NUMBER **(8)**	14. FILE BY

SELECTION CRITERIA - The selection criteria will be in the following order:
Applications of qualified candidates will be reviewed and interviews may follow.
*Will consider filling position at Associate Governmental Program Analyst level. Duties will be adjusted accordingly.

To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the DGS and SAM Manuals, the Department of Finance Budget Letters and the Governor's Executive Orders, the RESD and BPM strategic plans, the guidance of the BPM headquarters office/staff, and DGS's OFS and OHR.

DUTIES

ESSENTIAL FUNCTIONS

In order to monitor Special Repair, Tenant Improvement, and Capital Outlay Projects according to published guidelines:

- Assists project manager in allocating project funds using Special Repair budget documents and ABMS.
- Monitors, tracks and coordinates all phases of projects including new start, fund transfers, use of project funds and schedules, establishment of construction completion dates, and project closure process using ABMS, MAXIMO and Microsoft Excel source documents.
- Analyzes contract funds, approving contract for payment using ABMS, MAXIMO, and Microsoft Office Software.
- Analyzes project over-expenditures and scheduling delays using ABMS, MAXIMO and Microsoft Office Software and proposes solutions verbally or in writing to the Fiscal & Project Manager or Branch Chief.

In order to monitor project records according to published guidelines:

- Prepares Memorandum of Agreement, augmentation, confirmation of requests or changes, transmittal letters, and funding transfer requests using ABMS Project Data and Microsoft Office Software.
- Assists BPM Management Units in completing all necessary documents for contract preparation including reviewing contracts' scope of work.
- Assists project managers in identifying necessary funding for BPM projects by reviewing summary project status reports.

In order to prepare Special Repair Projects Request for the BPM Annual Budget Process in accordance with published guidelines:

- Monitors and coordinates the BPM Annual Budget Process including development of procedures to develop Regional Budget Packages, new budget packages for completeness by reviewing annual special repair procedures and prior year special report submittals.
- Presents recommended Special Repair Projects at annual budget hearing to Chief, Assistant Chiefs and Regional Managers using proposed project reports from BPM Regions proposing approval or denial of request based on branch priorities.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

DEPARTMENT OF GENERAL SERVICES

EMPLOYMENT OPPORTUNITY

1. RPA # / ANALYST'S INITIALS / DATE
11/08/04

2. CLASS TITLE	3. POSITION NUMBER	4. TENURE	5. TIME BASE	6. CBID
Staff Services Analyst (General)		**PERMANENT**	**Full Time**	R01

- Reviews special repair and ARF projects with regional and building managers at monthly manager's meeting using approved project data.
- Trains BPM staff to monitor building projects status using ABMS Projects, General Ledger, PAL and MAXIMO.
- Researches and develops methodologies for tracking special project and recurring maintenance costs to buildings by using ABMS, MAXIMO and other automated systems.
- Develops Fund Condition Statements to encumber funds into Architecture Revolving Fund by using ABMS Projects.
- Develops fund extension requests based on project needs and schedule based on ABMS Reports.

In order to prepare Monthly Project Expenditure Status Reports according to published guidelines:

- Prepares project income/expenditure projection analysis for BPM staff using ABMS Reports, Microsoft Office Software.
- Analyzes internal hiring request to review for available funding by using the State Controller's Report, monthly budget and income and expense reports, and ABMS browser reports.

In order to assist the Project Manager in carrying out the Energy Program in accordance with Executive Orders and published guidelines:

- Surveys existing energy conservation measures in BPM buildings and develops Microsoft Excel spreadsheets to track results.
- Assists BPM Management Units in reviewing documents and tracking Peak Load Reduction Plans using various spreadsheets.
- Monitors and tracks progress for implementing peak reduction programs through Management Unit reports and various spreadsheets.
- Assists in the implementation of various action plans identified by the DGS Energy Committee.

MARGINAL FUNCTIONS

Represents BPM in meetings with RESD, client agencies, Department of Finance, and Legislative Analyst, to discuss project status, funding issues, scope, and schedule using information gathered from BPM Monthly Project Status Reports, ABMS and MAXIMO.

Completes funds transfer document in order to obtain funds for Special Repair, Tenant Improvement or Capital Outlay Projects using Microsoft Office Software and completed budget request forms.

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; methods and techniques of effective conference leadership.

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; and appear before legislative and other committees.

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EMPLOYMENT OPPORTUNITY

1. RPA # / ANALYST'S INITIALS / DATE
11/08/04

2. CLASS TITLE	3. POSITION NUMBER	4. TENURE	5. TIME BASE	6. CBID
Staff Services Analyst (General)		**PERMANENT**	**Full Time**	R01

DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

- A demonstrated interest in assuming increasing responsibility.
- Mature judgment, loyalty and discretion.
- Ability to learn or demonstrated knowledge of Microsoft applications such as Microsoft Project, ABMS General Ledger and other ABMS Modules.
- Work closely with Project and Building Managers in reporting project funding.
- Work closely with DGS Accounting in tracking funding.
- Track project costs and report to management as needed.

ADDITIONAL QUALIFICATIONS

- Organize, set priorities, and work independently with minimum of supervision.
- Working knowledge of spreadsheets and relational databases.
- Knowledge of Project Accounting principles and practices.
- Knowledge of ABMS Projects module.
- Knowledge of Capital Outlay and Special Repair Project Budgeting.
- At least six months in the use of Microsoft applications such as Microsoft Word, Excel and Access.
- One year of experience utilizing a variety of analytical techniques to resolve complex governmental and managerial problems.
- One year of experience developing and evaluating alternatives to issues and/or problems.
- One year of experience analyzing data and presenting ideas and information effectively both orally and in writing.

INTERPERSONAL SKILLS

- Demonstrative ability to work well with a team.
- Receive and follow direction from supervisors.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Effectively handle stress and meet deadlines.
- Communications skills, both oral and written.
- Maintain required job schedule.
- Focus attention on details and follow work procedures.

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