

California Complete Count – Census 2020

Position Duty Statement



☒ Current ☒ Proposed

Classification Title Appointee	Department California Complete Count (CCC) Census 2020
Working Title Business Services Analyst	Office/Unit/Section/Geographic Location Administration/Sacramento
Position Number	Effective Date May, 2019

General Statement

Under the general supervision of the Assistant Director, Administration, the Business Services Analyst (BSA) is responsible for performing work of above average difficulty in a wide variety of consultative and analytical staff services assignments related to Business Services. May act as a lead over other staff performing business service functions. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

- 25% (E) Independently provides consultation services to the Department related to conference room set-ups including equipment set-up such as: laptops, projectors, sound system, and microphones and the configuration of the furniture in the conference rooms such as tables and chairs. Coordinates the usage of loaner equipment including laptops, projectors, podiums, speakers, microphones, and easels for staff as needed. Act as the subject matter expert in the area of purchasing, resolving any purchasing questions or issues through research in the DGS State Contracts Manual (SCM) and the State Administrative Manual (SAM), government code, or other rule, regulation that is pertinent.
- 20% (E) Coordinates with Department of General Services (DGS) to ensure the department is in compliance with all current state and federal statutes and policies related to state property. Develops and maintains of the Department's property record keeping systems. Coordinates physical inventory and reconciling property records with accounting records. Disposes of surplus property and prepares survey and transfer of location documents as needed. Processes transaction records and issues bar tags for equipment and furniture purchases. Reviews surplus property and procured property documentation for accuracy. Coordinates with the DGS in reference to the electronic submission of required documentation. Implements the asset management component of FI\$Cal which will enable the State of California to combine accounting, budgeting, cash

management, and procurement operations into a single financial management system.

- 15% (E) Develops specification, business needs, get necessary approval for specialized contract and other service contract required to support the department facility related needs. These services can include but are not limited to: movers, security, facilities, and mail services. Provides customer service in dealing with these requests. Manages badge access for new or separated employees, vendors and DGS employees. Processes all identification badges for staff. Coordinates the distribution and collection of keys for the department. Serves as the Emergency Evacuation and Record Retention Coordinator. Provides assistance to staff in the retrieval of records from the State Records Center and assures that records are correctly returned; Provides staff training in the procedures for record retrieval, storage, destruction and transfer list documentation; Works with staff in the identification and preparation of unit records for storage or destruction; Performs periodic review of the record retention schedule to assure its continued compliance with state policy and to revise the schedule as appropriate.
- 10%(E) Communicates with identified DGS employees to resolve building issues, including, but not limited to, hearing/air conditioning, plumbing, electrical issues, lighting, elevator issues. Submits work orders as appropriate. Assists with general facilities maintenance and projects, including office moves, facilities help desk and act as customer services liaison with the Department.
- 10% (E) Works closely with California Records and Information Management Program (CalRIM) to assist in administering a Departmental records management program which applies efficient and economical management methods for the creation, utilization, maintenance, retention, preservation, and disposal of state records.
- 10% (E) Assists with general reports due to DGS, which include but are not limited to recycled material, Small Business goals and Disabled Veteran Business Enterprise goals.
- 10% (E) Travels to perform physical inventory audits within the Los Angeles, Fresno, Sacramento and Bay Area. Travels statewide to perform mandated physical inventory audits.

Supervision Received

The BSA reports directly and receives the majority of assignments from the Assistant Director, Administration.

Supervision Exercised

None

Required Skills

Ability to work Monday through Friday and travel.

Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

The BSA must have the ability to communicate effectively, both oral and written; work effectively under pressure; possess excellent judgment and interpersonal skills, be detail and solution oriented; represent the office professionally; and provide excellent customer service. The BSA position requires some travel to perform physical inventory audits within Los Angeles, Fresno, Sacramento, Bay Area and surrounding areas in conjunction with statewide physical inventory audits every three years. The BSA is required to lift, bend, stand, and walk for extended periods of time when performing the essential functions in this position. The possession of a valid California Driver's License and the completion of a Defensive Drivers training course every four years are mandatory.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located in Downtown Sacramento and is equipped with standard or ergonomic office equipment, as appropriate.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date