JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Associate Business Management Analyst	**0630-4742-XXX**	**50000626**	

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		DMS/FTAP/Facilities Management

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☑ Rank and File BU: **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Loren Clancy**	**Staff Services Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
BLS	**11/17/11**

Percent of Time	*Activity*
	POSITION SUMMARY **Under direction of the Staff Services Manager I, the incumbent is responsible for lease management, coordination of facility projects related to the acquisition or renewal of leased facilities, design or refurbishment of office space, business services activities and property utilization throughout the State for the Department of Water Resources (DWR). Responsible for ensuring maintenance of assigned DWR lease facilities and goods and services procured are installed or provided in a manner that provides for the health and safety of staff and the public.** **ESSENTIAL FUNCTIONS** **This position requires a high degree of initiative, good judgment, analytical ability and independence, excellent interpersonal communication skills; personable and tactful in dealing with a variety of circumstances and individuals, ability to facilitate and maintain cooperative working relationships, and must be dependable, punctual and flexible to work under demanding circumstances in a fast pace customer service environment.** **DESCRIPTION OF DUTIES**
60%	**LEASED FACILITIES MANAGEMENT** **Act as primary contact for lessor and property management staff and Departmental program(s) in resolution of issues arising from interpretation of lease terms and conditions. Serve as liaison with Department of General Services' Real Estate Services Division (DGS/RESD), State Fire Marshall and Department programs and lessors in the planning for the acquisition new space, refurbishment and maintenance of existing space for DWR to carry out its mission. This may require driving a vehicle to various office locations.** **To accomplish assigned duties the following may be required but is not limited to the following:**

SUPERVISOR'S STATEMENT:	**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**	
SUPERVISOR'S NAME (Print) **Loren Clancy**	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.**	
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE ➢	DATE

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	- Analyze space needs, develop and prepare project plans, scopes of work, specifications, necessary documentation and justifications for leased facility space acquisition, renewal, alteration, and refurbishing. **- Evaluate facility space to determine if immediate and future space needs are being met and space is being utilized efficiently and effectively; consistent with Department plans, policies, and procedures.** **- Assess facility, furniture, and equipment status to determine if repairs or replacement should be requested of lessor, property management or Departmental program.** **- Review Departmental Program requests for changes in or to space allocation at leased or DGS owned facilities. Develop and present space utilization recommendations for changes. Facilitate changes by working with the DWR or DGS architects and Program staff to develop space design; coordinate the planning, scheduling, performance and acceptance of all work required to modify space with the lessor, property management, Federal/State/County/City Agencies or Departments, Departmental Programs and contractors.** **- Facilitate and coordinate facilities-related projects between multiple agency and division tenants.**
20%	**CONTRACT SERVICES** **Oversee and coordinate DWR contracts for facility related services. To accomplish this it may be required, but will not be limited, to performing the following:** **- Oversee security and waste removal service contracts at assigned DWR facilities; serve as the primary contact with service provider, monitor services being provided, notifying provider of deficient performance, and resolving of problems arising from interpretation of contract terms.** **- Coordinate DWR/FTAP modular furniture, movers, construction and electrical contractors providing services at assigned DWR facilities between Departmental Programs, owner or property manager.** **- Review, approve and track time schedules and invoices for authorized services in a timely manner. Working with Division management to establish need for additional services at assigned facilities, as necessary.** **- Work with the Contract Services Office on service contracts to develop scope of work and bid sheets for contracts and receivable agreements to recover costs from facility tenants other than DWR. Upon service contract execution, work with Grants Management staff to ensure costs are charged out and recovered in a timely manner from facility tenants other than DWR.**

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15%	**SPECIAL PROJECTS** **Perform research and analysis on special projects/studies. These studies may include, but are not limited to, administration procedures, fiscal management, facilities acquisition, project management, security and facility refurbishing.**
5%	**SECURITY ACCESS SYSTEM** **Manage security key card services for assigned DWR facilities. Assist in installation of security systems and maintenance of systems in assigned DWR facilities. If required, operate software or serve as back-up operator for program administrating security access, which includes issuance, transfer and deactivate access cards. Respond to emergency situations and troubleshoot existing security systems as necessary.**

ADDITIONAL REQUIREMENTS

A valid California Class C driver's license is required.

Ability to exercise good independent judgment in the completion of assignments and in writing reports of findings and recommendations. Ability to move up to 60 lbs for occasional moving of furniture, equipment, boxes. Ability to perform walk-through of various facilities. Ability to access under furniture or fixtures for assessment of repair requests or verification of voice and data connections and cabling, ability to access ceiling overhead, ability to use hand tools in gaining access into utility enclosures and panels, ability to move between floors of a multi-level facility with no elevator access, and ability to move across hard or uneven terrain for extended periods while reviewing various facility environments or performing required job duties.

Complete or completion of the Building Owner's & Management Association Boston (BOMA)/Building Owner's & Manager's Institute International (BOMI) Facility Management and Real Property Administrator Designations.

OTHER RESPONSIBILITIES

This position provides necessary support to the Division of Flood Management, Safety of Dams, Operations and Maintenance, Engineering and/or the Public Affairs Office during DWR Director and/or Governor-declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and REMA in disaster work, including performing field work to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response recovery, and mitigation functions. These functions are established in the California State Emergency Plan and Department's Administrative Orders.

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