

## EDITED TASK LISTING

### CLASSIFICATION: ASSOCIATE CONSTRUCTION ANALYST

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
1.	Analyzes capital outlay and deferred maintenance and/or special repair requests for California Department of Corrections and Rehabilitation's (CDCR) to provide recommendations to management and ensure compliance with CDCR standards, strategic plan, policies, etc. utilizing CDCR Design Criteria Guidelines (DCG), Departmental Operations Manual (DOM), etc. as required.
2.	Prioritizes capital outlay and deferred maintenance and/or special repair requests for CDCR to provide recommendations to management and ensure compliance with CDCR standards, strategic plan, policies, etc. utilizing CDCR DCG, DOM, compliance orders and mandates etc. as required.
3.	Analyzes capital outlay and deferred maintenance and/or special repair requests for CDCR to provide recommendations to management utilizing studies, compliance orders and mandates considering mission/program needs on a regular basis.
4.	Prioritizes capital outlay and deferred maintenance and/or special repair requests for CDCR to provide recommendations to management utilizing studies and compliance orders considering mission/program needs on a regular basis.
5.	Prepares capital outlay, deferred maintenance and/or special repair requests for CDCR to provide information to management and stakeholders to ensure compliance with CDCR standards, strategic plan, policies, etc. utilizing CDCR DCG, studies, DOM, compliance orders, and proposed regulatory policy changes etc. as required.
6.	Prepares capital outlay, deferred maintenance and/or special repair requests for CDCR to provide information for consultants to develop design and specifications ensuring compliance with CDCR standards and policies utilizing applicable codes, CDCR DCG, studies, DOM, compliance orders, and proposed regulatory policy changes etc. as required.
7.	Conducts investigations on physical plant and infrastructure issues (i.e. space needs, water quality, utility capacity/availability, environmental and regulatory requirements, etc.) to make recommendations to management ensuring compliance with environmental and regulatory agency standards, CDCR standards, etc. utilizing CDCR DCG, studies, court mandates, DOM, compliance orders, and proposed regulatory policy changes, etc. as required.
8.	Conducts statewide surveys on physical plant and infrastructure conditions and issues to improve overall facility condition and regulatory compliance utilizing architectural/engineering designs/studies, CDCR DCG, industry standards, court mandates, DOM, compliance orders and proposed regulatory policy changes, etc. as required.
9.	Analyzes In-House Construction Project requests (relative to the Budget Act, Section 6.00) for CDCR to provide recommendations to programs and institutions management and ensure compliance with CDCR standards, State Building Code (e.g. State Fire Marshall [SFM]), and Federal regulations (e.g. Americans with Disabilities Act [ADA]) utilizing Departmental Space Standards, CDCR DCG, architectural/engineering design recommendations, DOM, etc. as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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10.	Prepares In-House Construction Project requests (relative to the Budget Act, Section 6.00) for submission to Facilities Planning, Construction, and Management (FPCM) in compliance with court mandates, CDCR standards, State Building Code, Federal regulations etc., utilizing construction cost estimating tools, Departmental Space Standards, architectural/engineering design recommendations, CDCR DCG, DOM, etc. as required.
11.	Gathers and analyzes data to prepare recommendations to management regarding architectural and construction standards for projects relating to utilization, size, type and costs of structures, utilizing construction cost estimating tools, Departmental Space Standards, architectural/engineering designs/studies, SAM, CDCR DCG, DOM, etc. in relation to the functional and operational needs of department's missions/programs as required.
12.	Analyzes and prepare reports for management relative to priority and/or acceptability for inclusion in the Department's Five-Year infrastructure plan, the Governor's Budget, and the Department's Facility Master Plan utilizing established project and program categories, department and state policies, strategic plan, court actions, compliance orders, etc. on an annual basis.
13.	Solicits proposals from design professionals and consultants outlining intended scope and standards for development of schematic design, preliminary plans, working drawings and specifications utilizing project scoping documentation, cost estimates, project phasing/scheduling (including consideration for beneficial occupancy), departmental policies and standards, as applicable.
14.	Prepares requests and reports to state control agencies (e.g. Department of Finance [DOF], Public Works Board [PWB], SFM, Office of Inspector General [OIG] and Legislative Analyst's Office [LAO]) outlining project scope of proposed construction projects relative to legislative intent to obtain project authorization utilizing project scoping documentation, cost estimating and scheduling tools as applicable.
15.	Analyzes schematic design, preliminary plans, and working drawings and specifications for management to ensure consistency with standards utilizing concurrent stakeholder reviews, project scoping documentation, cost estimates, project phasing/scheduling (including consideration for beneficial occupancy), department policy and standards, working knowledge, and other project requirements and constraints as applicable.
16.	Prepares requests for appropriate PWB action items to obtain approval for preliminary plans, working drawings, proceed to bid authorization, authorization of lease revenue funds, augmentations, use of Inmate Ward Labor (IWL) etc., utilizing codes, legislative intent, control agencies policies and procedures, and relevant documents as required.
17.	Prepares various written technical documents to provide information to stakeholders utilizing effective communication skills, computer databases and software, graphs, charts, historical documentation, project status reports, observations, input from institutions and working knowledge as needed.

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18.	Analyzes project information provided by various sources (e.g. DGS, IWL, consultants, contractors, inspectors, etc.) to prepare reports for management utilizing scoping documents, scheduling, and cost control tools, as required.
19.	Meets with stakeholders to gather information related to capital outlay, deferred maintenance and special repair project needs to develop project feasibility, scope, preliminary estimate, and priority to support departmental facility needs utilizing communication skills, organizational skills, interpersonal skills, project management skills, etc. as needed.
20.	Supports Project Directors in the administration of public works and other contracts used in the construction process to monitor performance, payment schedule, claim resolution, and contract closeout utilizing project status reports, architectural/engineering/construction manager recommendations, project funding information, project scheduling and cost control tools, Public Contract Code (PCC), etc. as needed.
21.	Develops bid packages for project implementation utilizing project plans and specifications, PCC, architectural/engineering staff input, working knowledge, etc. as needed.
22.	Assists Project Directors in the development and administration of project budget packages to ensure projects are designed and constructed according to preliminary scoping documents utilizing resources such as stakeholder input, compliance orders, control agency requirements, Budget Act requirements, and appropriate fiscal policies, etc. as required.
23.	Collects, monitors, and maintains computerized data on project and institution operational and maintenance performance to produce regularly scheduled reports for management and court ordered reporting using data obtained from appropriate software (e.g. Access, Excel, Computerized Maintenance Management Systems [CMMS], etc.) as needed.
24.	Evaluates institution operational and maintenance performance to produce reports to advise institution and headquarters management on the condition and operational efficiency of buildings, grounds, and systems utilizing data obtained from computer databases (e.g. CSRWare, Energy Star, CMMS, etc.) as necessary.
25.	Establishes and maintains cooperative working relationship with CDCR management, staff, and stakeholders using written and verbal communication skills and interpersonal skills to effectively perform work tasks and manage projects in an efficient manner.
26.	Communicates orally and in writing in a professional and effective manner with others (e.g., staff, inmates/youthful offenders, stakeholders, contractors, and consultants, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations on a consistent basis.
27.	Conducts audits and peer reviews related to program operations and asset management to prepare a Corrective Action Plan (CAP) for CDCR management utilizing analytical skills, knowledge of codes, Operational Procedures (OP), environmental and regulatory requirements, etc. as required.
28.	Conducts meetings with CDCR management, staff, and stakeholders to gather and present information related to project status, OPs, and work products utilizing verbal communication, interpersonal, facilitation, and organizational skills, as needed.

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29.	Participates in task force teams to identify program changes potentially affecting facility operations and use to develop alternatives and recommend a course of action to management and impacted stakeholders utilizing technical knowledge and expertise, interpersonal and facilitation skills, as required.
30.	Provides supervision/leadership, on the job training, and evaluation of performance of inmates/youthful offenders in drafting, data gathering, and document preparation to assist ACA with duties utilizing departmental policies, procedures and guidelines (e.g., Title 15 of the Penal Code, DOM, OPs, DCGs), and other appropriate department manuals, if applicable.

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