#



#

DUTY STATEMENT

|  |  |
| --- | --- |
| [x]  | CURRENT |
|  [ ]  | PROPOSED |

|  |
| --- |
|  |
| SCHEDULE TO BE WORKED/WORKING HOURS**Monday through Friday** | EFFECTIVE DATE |
| CIVIL SERVICE CLASSIFICATION **Associate Governmental Program Analyst** | WORKING TITLE**Associate Governmental Program Analyst** |
| DEPARTMENT/DIVISION/DISTRICT/UNIT**Board Member Office – Second District** | SPECIFIC LOCATION ASSIGNED TO**San Francisco** |
| SEERA DESIGNATION**Rank and File** | BARGAINING UNIT**01** | WORK WEEK GROUP**2** | CERTIFICATES REQUIRED**None** |
| FINGERPRINTS/BACKGROUND CHECK REQUIRED**[ ]**  Yes **[x]** No | BILINGUAL POSITION**[ ]**  Yes **[x]**  No | SUPERVISION EXERCISED **None** |
| INCUMBENT  | POSITION NUMBER *(Agency-Unit-Class-Serial)***290-012-5393-001** |
|  *The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.* |
| POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Deputy to the Board Member, the Associate Governmental Program Analyst will independently perform a wide variety of technical, analytical, research, and staff services tasks. This position requires a high degree of professionalism, tact, and sound judgment while providing executive support to the Deputy, Board Member, and staff through complex projects. Travel at the request of the Board Member may be required up to 5% of the time. |
| **Candidate must be able to perform the following essential job functions with or without reasonable accommodation.** |
| **PERCENTAGE** **OF TIME SPENT** | **DUTIES**  |
|  | **ESSENTIAL JOB FUNCTIONS** |
| 40% | Prepares the Board Member for upcoming meetings, seminars, conferences, and discussions throughresearching, reviewing and making recommendations related to the scheduled event which may include avariety of topics, including; related policies, legislation, or subject matter; trends relevant to the community,the State and the taxpayers; long-range planning and strategies; and/or emerging technologies. Thisincludes preparing and creating detailed summaries and talking points related to these recommendationsand findings. Requires utilizing the Board Member and Deputy calendars and past communications relativeto these events to determine their upcoming needs based on analyzing, determining relevance, andidentifying if there is any superseding or related information. Provides administrative support with respectto scheduling Board Member’s meetings, public speeches, and community and district appearancesincluding, but not limited to; staffing the Member at events, handling meeting logistics, confirming meetingagenda, identifying speech subjects, and preparing briefing documents. Analyzes, tracks, and plans eventlogistics and provides the Board Member and Deputy assistance at events to track and respond to externalcontacts during the event. Requires investigating various program issues and preparing variousadministrative reports. |
| 15% | Research’s, analyzes and tracks legislative bills/proposals related to programs administered by the BOE.This includes but is not limited to; providing subject matter expertise on a variety of legislative proposalsinvolving tax matters; participating in meetings with various industry experts, tax representatives,constituents and executive staff to analyze, identify and communicate the current or potential impact ofcomplex legislation; making recommendations and drafting talking points; testifying at legislative hearingson behalf of the Board Member; developing interested parties lists to determine proponents and oppositionregarding various legislative proposals; and anticipating industrywide tax problems to assist in developingrecommendations on possible solutions. |
| 15% | Monitors, analyzes, and independently determines appropriate response to contacts from external sources(phone, email, social media, meetings, etc.) to resolve a variety of sensitive constituent and stakeholderquestions and/or concerns with a high consequence for error. Analyzes, tracks, and reviews incomingcorrespondence and draft appropriate response for which require signature of the Member. Develops,analyzes, tracks, manages, and maintains a database for constituent and external inquiries and providesstatistical documentation or reports on various issues to inform the Member of current concerns and anyimpacts on constituent and/or stakeholders. Develops reports on all constituent contacts to identify trendsand public needs; develops various recommendations that address these trends and ways to improverelationships with external contacts. |
| 15% | Provides guidance to the Executive Support Team, recommends workload planning and participates in therecruitment and hiring for vacant positions, providing on the job training when necessary and assists withany transition impacts to the enterprise. Responsible for all procurement associated with the BoardMember's Office including researching items which brings both value and content for the executivemanagement. Tracks, analyzes, maintains, and monitors budget including preparing travel expense claimsand reimbursements. Provides required backup to Executive Support staff as needed. |
| 10% | Acts as the liaison for the BOE Executive Team, providing any assistance requested by the Board Memberand Deputy in coordinating Board Member briefings, meetings, and action requests with the BOE ExecutiveTeam. This includes the collection of data, research content of proposed legislation and/or cases before theboard for resolution. Monitors and tracks deadlines for distribution of necessary documents andconfidential background materials. Monitors, tracks, analyze and provide a recommendation for BoardMember Action Requests that come to the Board Member's Office to ensure responses are timely and meetthe expected standards. |
|  | **MARGINAL JOB FUNCTIONS** |
| 5% | Other job-related duties as required, including, but not limited to; assigned to properly maintain officeoperations, act as lead for interns on research projects, etc. |
|  |  |
| **WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable)***:** |
| Work Environment: |
| * Position may be located in a high-rise building
 |
| Physical Abilities: |
|  |
| Additional Requirements/Expectations: |
| * Ability to travel at the request of the Board Member up to 5% of the time.
* Willingness to work irregular hours with limited notice.
 |
| *I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.* |
|

|  |  |  |
| --- | --- | --- |
| PRINT EMPLOYEE NAME      | EMPLOYEE’S SIGNATURE | DATE      |
| ***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.*** |
| PRINT SUPERVISOR NAME      | SUPERVISOR’S SIGNATURE | DATE      |

 |
|

|  |  |
| --- | --- |
| HRD Approval Date: 10/01/2020 |  C&P Analyst Initials: JPL |

 |
|  |