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DUTY STATEMENT

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|  | | CURRENT |
|  | PROPOSED |

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| 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 No | | BILINGUAL POSITION  Yes  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 through  researching, reviewing and making recommendations related to the scheduled event which may include a  variety 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. This  includes preparing and creating detailed summaries and talking points related to these recommendations  and findings. Requires utilizing the Board Member and Deputy calendars and past communications relative  to these events to determine their upcoming needs based on analyzing, determining relevance, and  identifying if there is any superseding or related information. Provides administrative support with respect  to scheduling Board Member’s meetings, public speeches, and community and district appearances  including, but not limited to; staffing the Member at events, handling meeting logistics, confirming meeting  agenda, identifying speech subjects, and preparing briefing documents. Analyzes, tracks, and plans event  logistics and provides the Board Member and Deputy assistance at events to track and respond to external  contacts during the event. Requires investigating various program issues and preparing various  administrative 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 proposals  involving 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 of  complex legislation; making recommendations and drafting talking points; testifying at legislative hearings  on behalf of the Board Member; developing interested parties lists to determine proponents and opposition  regarding various legislative proposals; and anticipating industrywide tax problems to assist in developing  recommendations 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 stakeholder  questions and/or concerns with a high consequence for error. Analyzes, tracks, and reviews incoming  correspondence 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 provides  statistical documentation or reports on various issues to inform the Member of current concerns and any  impacts on constituent and/or stakeholders. Develops reports on all constituent contacts to identify trends  and public needs; develops various recommendations that address these trends and ways to improve  relationships with external contacts. | | | |
| 15% | Provides guidance to the Executive Support Team, recommends workload planning and participates in the  recruitment and hiring for vacant positions, providing on the job training when necessary and assists with  any transition impacts to the enterprise. Responsible for all procurement associated with the Board  Member's Office including researching items which brings both value and content for the executive  management. Tracks, analyzes, maintains, and monitors budget including preparing travel expense claims  and 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 Member  and Deputy in coordinating Board Member briefings, meetings, and action requests with the BOE Executive  Team. This includes the collection of data, research content of proposed legislation and/or cases before the  board for resolution. Monitors and tracks deadlines for distribution of necessary documents and  confidential background materials. Monitors, tracks, analyze and provide a recommendation for Board  Member Action Requests that come to the Board Member's Office to ensure responses are timely and meet  the expected standards. | | | |
|  | **MARGINAL JOB FUNCTIONS** | | | |
| 5% | Other job-related duties as required, including, but not limited to; assigned to properly maintain office  operations, act as lead for interns on research projects, etc. | | | |
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| **WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable)***:** | | | | |
| Work Environment: | | | | |
| * Position may be located in a high-rise building | | | | |
| Physical Abilities: | | | | |
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| 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 | | | | | |
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