State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
Bargaining Unit: 1

EMPLOYEE:	**CLASS TITLE:** Staff Services Analyst (SSA)	**HEADQUARTERS:** Mather Campus
PROGRAM/UNIT: Recovery Directorate /Hazard Mitigation/Mitigation Administration Unit	**POSITION NUMBER:** 163-553-5157-001 (11606)	**CBID:** R01
TENURE: Permanent	**TIME BASE:** Full Time	**WORK WEEK GROUP:** 2
APPT. EFFECTIVE DATE:	**RANGE (IF APPLICABLE):**	**PROBATIONARY PERIOD:** ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	**CONFLICT OF INTEREST CATEGORY**: ☐ Yes ☒ No	**DMV PULL PROGRAM:** ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Staff Services Analyst (SSA) is under the close supervision of the Staff Services Manager I (SSM I).

2. SUPERVISION EXERCISED:
N/A.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
This position works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
The SSA will have daily contact with other Hazard Mitigation Analysts; all levels of California Governor's Office of Emergency Services (Cal OES) staff; consultants; federal, state, and local government representatives; and serves as a point of contact for local, state, and federal agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position may result in failed administrative and program performance being completed accurately or timely, delayed recovery activities during emergency or disaster recovery, inaccurate correspondence and/or misinformation disseminated to various entities. This position has a high confidentiality requirement. Ultimately, the consequence of error is client inability to assist local governments with response and recovery to emergency situations and resulting in potential penalties and fines for Cal OES.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training and exercises.

CONTINUED EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable):

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The Hazard Mitigation Assistance (HMA) Branch works to reduce or eliminate the long-term risk to human life and property from natural and human-caused hazards statewide. The Branch works closely with local communities to enhance their resilience and adapt to the impacts of climate change such as wildfire, flood, sea level rise, drought, and extreme weather, in addition to other hazards such as earthquakes.

Under the close supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) will perform a variety of less difficult and complex duties relating to monitoring of grant opportunity budgets, reimbursement claims, grant balance sheets, management costs, and other related key performance indicators. The incumbent will maintain Americans with Disabilities Act (ADA) Compliance on the branch webpage, internal/external documents, and assist with presentations. The incumbent must have the ability to use technology for tracking and sharing financial data, conducting analysis, reporting, and to communicate with stakeholders through the HMA email account and mass notification system. The SSA will order materials for the office, track large purchases in Fi$Cal, and coordinate with building facilities.

The incumbent must be able to logically and creatively analyze and resolve governmental/administrative problems of an average complexity; gather and analyze data to develop and evaluate alternatives for a variety of administrative and program related areas, making recommendations to management on those alternatives; communicate effectively orally and in writing, and function in an environment with demanding and changing priorities. The incumbent will work independently or as part of a team while maintaining a standard workload and responding to frequent short-term tasks.

Incumbents in Range A are entry level and work under close supervision performing least complex analytical work.
Incumbents in Range B are intermediate level and work under less direct supervision performing generally defined analytical objectives.
Incumbents in Range C are first journey person level and work under supervision with increasingly responsibility to perform a variety of analytical tasks.

Percent of Time	**ESSENTIAL FUNCTIONS**
35%	**PROGRAM ANALYSIS:** Assists with reviewing, analyzing, and making recommendations regarding less complex and sensitive administrative issues, including but not limited to, funding inquiries, report tracking, fiscal reports, general program questions, and a variety of telephone and written inquires related to the items listed above. Assists with reviewing and analyzing these documents for completeness and accuracy to ensure compliance with ADA, applicable federal and state laws, regulations and departmental policies and procedures. Identifies workload activities for discrepancies, making corrections as needed. With guidance develops, reviews, analyzes, monitors, tracks, and validates issue briefs, memorandums, program objectives, and funding recommendations. Attends various meetings to remain aware of relevant issues. Uses various databases and software to perform job tasks and attends training on new technologies as needed. Works collaboratively with unit staff to create, monitor, and update various electronic databases, communication applications, webpages, tables, dashboards and charts. Presents ideas, data, and recommendations clearly to the appropriate audience.
30%	**SPECIAL PROJECTS:** Assists in completing special projects. Provides expertise, analytical and problem-solving skills, information, and program knowledge and experience. Conducts research, data gathering and analysis, and provides technical assistance to state advisory committees and task forces. Collects data to perform evaluations, assessments, and special studies on a variety of HMA support related programs, policies, services, and operations. Assists HMA leadership in general research, benchmarking, and best practices analyses to support decision-making. Assists the SSM I in tracking assignments/projects and determining appropriate priorities and deadlines. Assists other analysts involved in priority projects.
25%	**PROGRAM AND POLICY DEVELOPMENT:** Prepares completed staff work by reviewing, analyzing, processing, and preparing responses to a variety of written communications such as: policy memos, state and federal laws and regulations, forms, documentation and correspondences pertaining to the program. Conducts research and evaluation, assists with analysis of policy options, reviews legislation and program precedent, and conducts other investigations as necessary to develop, implement, or change policies and procedures in support of programmatic objectives. Assists the lead analyst in the review and research of the more complex policy and procedure changes in the HMA Unit.
5%	**ADMINISTRATIVE SUPPORT:** Prepares documentation to process purchases of materials, contracts, and equipment via FI$CAL. Ensures the receipt, satisfaction and finalization of commodities and/or supplies. Tracks and documents Unit progress of assigned actions ensuring documentation is continuously updated. Assists and participates in presentations, workgroups, and trainings with a variety of audiences, which may require travel to regional offices or other designated sites. Attends training as required

Percent of Time	**MARGINAL FUNCTIONS**
5%	**(M) OTHER JOB-RELATED DUTIES:** The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements. Required to complete time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc. and (c) attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☐	☒
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☒	☐	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
FINGERING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☐	☒	☐
CLIMBING: Stairs.	☐	☐	☒	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals, etc.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title