



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification: Associate Governmental Program Analyst

Working Title: Travel Advisor

Position Number: 535-150-5393-XXX

Division/Branch or Office: Small Offices, Executive Office, Administration

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: March 15, 2024

Conflict of Interest (COI): Yes No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

The associate governmental program analyst serves as the travel advisor for the Executive Office and five commissioners; coordinates group travel with counterparts at the California Natural Resources Agency; and assists with the development of workload and planning standards, staffing requirements, and discretionary/travel budgets.

Under the direction of the Deputy Executive Director, the incumbent performs complex technical and analytical assignments requiring independent action and initiative to improve coordination on program evaluation and planning and systems development related to the Executive Office's goals to streamline travel and other commission-wide processes. The incumbent serves as a contact and coordinator for program activities related to project management and management information systems, including the Executive Office SharePoint site. The incumbent will work in an environment of competing priorities. Duties and responsibilities require research, analysis, the use of independent judgment, and discretion to interpret and apply policies and procedures. Duties must be performed at the highest degree of competence as there would be a significant impact on the division based on the responsibilities below.

Essential Duties

35% **Travel Coordination:** Coordinates and initiates standard and complex travel arrangements with detailed itineraries and protocol information; prepares and submits travel approvals and reimbursement claims following CalHR rules; interacts with Governor's Office and California Natural Resources Agency counterparts to schedule high-level delegation travel and set up out-of-country and out-of-state travel briefings; maintains expert-level knowledge of CalHR

travel rules and procedures and provides updates to Commissioners' and Executive Office leaders; manages the Executive Office travel budget.

- 20% **Software Applications/Streamlining:** Coordinates with the process improvement specialist to identify new or appropriate software applications, like Power Automate, Planner, Power Apps, and Excel; leads an interdivisional team to develop process improvements based on policies and procedures, such as conversions to new information technology systems including web-based applications, document management, and storage systems; coordinates with a developer and end-users to determine data access requirements while maintaining data integrity; coordinates with the process improvement specialist to assess workflow improvements, which could result in new/updated templates or streamlined processes; tests new database functions; updates the Executive Office SharePoint Home Page.
- 20% **Forms Management:** Works with a cross-divisional team to create new forms and templates, as needed, and updates process and template instructions; leads a team in the development of training materials related to automation efforts; and coordinates with Training Office staff to develop related training modules and presentations.
- 10% **Agency Communication:** Develops a tracking system to assign and monitor requests from the California Natural Resources Agency and the Governor's Office; provides instructions to division directors and managers; creates collaborative documents and tracks input and responses to completion; provides finished documents to leadership for transmittal to requestors; and saves completed documents in a file repository.

Marginal Duties

- 10% Participates in staff meetings, attends training, provides work status reports, assists with special projects, and performs other duties as assigned consistent with the classification.
- 5% Provides administrative support in the absence of Executive Office administrative assistants.

Working Conditions

The CEC supports a hybrid workplace model with office- and remote-based workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-based, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 5/2023)

Classification: Staff Services Analyst

Working Title: Travel Advisor

Position Number: 535-150-5157-XXX

Division/Branch or Office: Small Offices, Executive Office, Administration

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: March 15, 2024

Conflict of Interest (COI): Yes No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

The staff services analyst serves as the travel advisor for the Executive Office and the five commissioners; coordinates group travel with counterparts at the California Natural Resources Agency; and independently develops of workload and planning standards, staffing requirements, and discretionary/travel budgets.

Under the direction of the Deputy Executive Director, the incumbent performs work of average difficulty in consultative and analytical assignments such as program evaluation and planning; and systems development related to the Executive Office's goals to streamline travel and other commission-wide processes. The incumbent serves as a contact and coordinator for program activities related to project management and management information systems, including the Executive Office SharePoint site. The incumbent will work in an environment of competing priorities. Duties and responsibilities require research, analysis, the use of independent judgment, and discretion to interpret and apply policies and procedures.

Essential Duties

35% Travel Coordination: Makes standard and complex travel arrangements with detailed itineraries and protocol information; prepares and submits travel approvals and reimbursement claims following CalHR rules; coordinates and interacts with the Governor's Office and California Natural Resources Agency counterparts to schedule high-level delegation travel and set up out-of-country and out-of-state travel briefings; maintains knowledge of CalHR travel rules and procedures and provides updates to Commissioners' and Executive Office leaders; maintains knowledge of travel preferences and requirements, including dietary restrictions, for five commissioners and Executive Office leaders.

- 25% **Administrative Applications/Streamlining:** Assists the process improvement specialist with identifying new or appropriate software applications, like Power Automate, Planner, Power Apps, and Excel; works with an interdivisional team to develop process improvements based on policies and procedures, such as conversions to new information technology systems including web-based applications, document management, and storage systems; works with a developer and end-users to determine data access requirements while maintaining data integrity; assists the process improvement specialist in assessing workflow improvements, which could result in new/updated templates or streamlined processes; and tests new database functions; updates the Executive Office SharePoint Home Page.
- 15% **Forms Management:** Assists with creating new forms and templates, as needed, and updates process and template instructions; assists with the development of training materials related to automation efforts; and works with the Training Office to develop related training modules and presentations.
- 10% **Agency Communication:** Track incoming requests from the California Natural Resources Agency and the Governor's Office. Provide instructions to division directors and managers, create a shared document to gather responses, track responses to completion, provide finished document to leadership for transmittal to requestor, and save responses in appropriate file repository.

Marginal Duties

- 5% Provides administrative support in the absence of Executive Office administrative assistants.
- 5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

The CEC supports a hybrid workplace model with office-and remote-based workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-based, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____