

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
SCHEDULING OFFICE**

**INCUMBENT:**

**JOB TITLE:** Staff Services Analyst

**WORKING TITLE:** Scheduler (Sacramento)

**STATEMENT OF DUTIES:** Under the supervision of the Special Assistant to the Chief Deputy, the Scheduler performs a variety of analytical tasks related to the efficient functioning of the Attorney General's Scheduling Office. A high degree of initiative, professionalism, tact, and discretion are required. The incumbent performs duties that require independence of action, independent analysis, political acumen, excellent interpersonal skills, diplomacy, flexibility and the ability to work under pressure.

**SUPERVISION RECEIVED:** Reports to the Special Assistant to the Chief Deputy. May receive direction and assignments from the Scheduling Director.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer workstation for extended periods of time.

**TYPICAL WORKING CONDITIONS:** Cubicle or open work space in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Reviews and analyzes information upon which the executive office makes decisions, including, but not limited to, scheduling requests and correspondence to the Attorney General and internal communications. Assists in maintaining the calendar for the Attorney General and under the direction of the Scheduling Director. Schedules appointments by nature of priority and importance, making adjustments as required. Gathers background material and independently reviews and researches for the Attorney General's speaking engagements. Coordinates with the External Affairs staff, the Office of Communications and external stakeholders. Establishes and maintains relationships with various state agency personnel, law enforcement agency personnel, members of the Legislature, Attorneys General, District Attorneys and the general public. Advises the Scheduling Director or Special Assistants of complex or sensitive issues arising through the relationships with these groups. Answers scheduling lines and provides back-up to the Attorney General's main phone lines.

- 30% Assists with the necessary travel arrangements for the Attorney General and Protective Services staff. Prepares itineraries, daily schedules for the Attorney General as well as the weekly scheduling report. Reviews requests for completeness, obtains additional information when needed. Acts as the point of contact on pending scheduling requests and provides written and verbal responses.
- 15% Assists other staff in the Attorney General's Office in reference to support staff functions. Delegates letters of commendation and necessary requests. Routes incoming requests to the Senior Policy Director or the Chief Deputy Attorney General. Maintains a filing system allowing for easy retrieval of all correspondence.
- 5% Assists Executive management with special assignments.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

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Employee's Signature                      Date

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Supervisor's Signature                      Date

(3/2019)