

DUTY STATEMENT

SNC112 (04/2018)



POSITION INFORMATION		
CLASSIFICATION TITLE Staff Services Analyst	POSITION NUMBER 415-001-5157-001	CB IDENTIFIER R01
WORKING TITLE Administrative Analyst	DIVISION / UNIT Administrative Services / Board Support and Office Management	
INCUMBENT NAME Vacant	WORKING LOCATION Auburn, CA	
SUPERVISOR / MANAGER Administrative Officer	TENURE <input checked="" type="checkbox"/> PERMANENT FULL-TIME <input type="checkbox"/> PERMANENT INTERMITTENT <input type="checkbox"/> RETIRED ANNUITANT <input type="checkbox"/> OTHER:	
EFFECTIVE DATE	Conflict of Interest Filing (Form 700) required for this position. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.		

GENERAL DESCRIPTION

The reporting location for the Staff Services Analyst (SSA) position is at the Sierra Nevada Conservancy (SNC or Department) headquarters office in Auburn. Under supervision, the SSA performs work of average difficulty in a wide variety of consultative and analytical staff services assignments. The Administrative Analyst will provide analytical and planning support to the Governing Board and Executive Office, and will also assist, as needed, in planning and conducting Regional events with program teams. Intermittent travel throughout the 25-million-acre Sierra Nevada Region will be required.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

30% (E) – Office Policy/Records Management Analyst

Acts as lead on front-end office and correspondence policy and procedure review, recommends and develops policy to ensure Department documents and correspondence are produced meeting accuracy standards and in compliance with appropriate policies and procedures. Acts as Department Records Management analyst.

- Reviews, updates, and maintains all front-end office policies and procedures. Ensures policies comply with state guidelines and agency directives. Researches and recommends new policies and updates to existing policies.
- In accordance with Government Code Sections 12270-12279 as overseen by the Secretary of State, develops and is responsible for the Department Records Management program. Works with all employees to review and update existing records retention schedules and oversee the appropriate retention, transfer, archive, and destruction of public records; works with the Attorney to ensure that records retention procedures and actions are compliant with Public Record Act law; trains staff on records retention requirements and procedures; responds to requests for information from various records control agencies.

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- Provides document review and proofing services for all Departmental public documents, ensuring compliance with administrative policy.
- Maintains the Department's Correspondence Manual/Style Guide and trains other employees on proper office correspondence.

25% (E) – Event Sponsorship Program, Conference and Events Calendar, and Event Planning

Plans and implements state and Regional conferences, ceremonies, and events. Leads operation of Department-wide Event Sponsorship Program and maintains and tracks Conference and Events calendar.

- Manages SNC's event sponsorship program, receives and coordinates all event sponsorship requests, updates Event Sponsorship Policy, and trains staff on new requirements and procedures; prepares event sponsorship reports; researches available event sponsorship opportunities, generates and updates applicable forms ensuring they meet the standards set forth in the Department's Event Sponsorship Policy, maintains Departmental event sponsorship history, determines annual event sponsorship budget needs and ensures that the Department operates within the budget, researches and makes recommendations on budget and policy changes needed to successfully support the Event Sponsorship Program.
- Provides wide array of event planning services to SNC in the conduct of public workshops, conferences, ceremonies, and events, including but not limited to determination of appropriate type of event to meet the specified needs, location/site searches, service contracts, invitation/materials development, invitation list development and outreach, materials procurement, on-site oversight and management, close-out, and follow-up.
- Registers employees for events, as necessary.
- Responsible for maintaining the Conference Attendance SharePoint site and ensuring that policy and procedure are implemented and updated as needed.

25% (E) – Executive Scheduling, Communications, and Support

Ensures effective communications and scheduling within the Executive Office

- Maintains the Executive Officer (EO) and Deputy Executive Officer's working schedule and calendar; schedules reservations for conference rooms, creates meeting agendas, works with support staff to ensure meeting room and equipment readiness.
- Coordinates communications and activities with Governing Board Members and their teams.
- Composes and prepares general correspondence for signature of the EO and other members of the Management Team.
- Develops and manages the Department's master calendar ensuring accuracy and coordination of all parties.
- Manages the EO's database of contacts and coordinates communications and commitments with each contact; tracks and analyzes new methods for effective

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group and network communications and makes recommendations for updates and changes.

- Prepares travel claims and completes monthly timesheets.

15% (E) – Governing Board Liaison and Board Meeting Operations Support

Serves as support to Board Liaison assisting with timekeeping, travel expenditures, and separation in consultation with SNC’s Administrative Services Division. Supports Board Liaison in all activities related to Board Meeting preparation and close out.

- Responsible for all activities related to Board meeting planning including site selection and setup, contract and room agreement generation and execution.
- Makes travel and field trip arrangements for Boardmembers and staff.
- Plans, organizes, and guides the development, preparation, review, assembly, and distribution of the SNC Board meeting materials.
- Oversees preparation of accurate Board meeting minutes and ensures completion of Board resolutions.

5% (M) – Training/Meetings

Attends trainings and meetings.

SUPERVISION RECEIVED

The SSA is supervised by the Administrative Officer.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC’s sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage

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time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT		
I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)		
EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE	DATE

SUPERVISOR/MANAGER ACKNOWLEDGEMENT		
I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.		
SUPERVISOR/MANAGER PRINTED NAME	SUPERVISOR/MANAGER SIGNATURE	DATE
Administrative Officer		