

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF GAMBLING CONTROL
ADMINISTRATIVE SUPPORT**

- JOB TITLE:** Associate Governmental Program Analyst (AGPA)
- STATEMENT OF DUTIES:** The AGPA performs the more responsible, varied and complex technical assignments that require multi-disciplinary skills, including knowledge of the Gambling Control Act, the California Penal Code, the Government Code, Business and Professions Code, the State Administrative Manual and Bureau policies and procedures. The AGPA operates at a high degree of independence performing responsible, varied, and complex technical analytical staff work.
- SUPERVISION RECEIVED:** Reports directly to the Staff Services Manager I.
- SUPERVISION EXERCISED:** None.
- TYPICAL PHYSICAL DEMANDS:** Lifting up to 20 pounds.
- TYPICAL WORKING CONDITIONS:** Cubicle workstation in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 35% Acts as the Bureau's Subject Matter Expert and lead analyst with regard to procurement. Provides training and direction on procurement policies, procedures, and forms to the Office Technicians in the field offices, and the Staff Services Analyst in the Administrative Support Group. Independently researches the most difficult and complex procurement issues and provides guidance to bureau management for significant purchases. Analyzes rules, regulations, policies and past practices to determine the best course of action and provide guidance and direction to staff on how to proceed with procurement issues. This includes obtaining bids, updating PO logs, completing required forms, creating and maintaining tracking spreadsheets, and working with the budget analyst and accounting department to ensure fiscal responsibility and timely payment of invoices.
- 30% Processes monthly office corrections to reconcile staff hours worked versus the funding sources for their positions. Compiles complex monthly reports consisting of staff hours worked, specific tasks, and funding sources. Review and analyze time entries and narratives to determine appropriate fund sources. Compare fund sources with actual tasks worked to determine the number of hours that need to be charged to fund sources that

differ from employee's allocated position fund source. Determine the number of hours that need to be corrected for each employee as well as calculate the hourly salary for each effected employee. Determine total costs that need to be corrected for each fund source and complete the spreadsheet required by Accounting to move expenditures between funds.

15% Acts as the vehicle coordinator for the Bureau's Compliance and Enforcement Section – Northern and Southern California offices. This includes: ensuring conformance to office policy for obtaining police emergency vehicles and pool vehicles; ensuring proper use, maintenance, and record keeping on all Bureau vehicles; maintaining pool vehicles sign in-out logs, maintenance records, keys, mileage logs and conducting damage assessment; coordinating and maintaining seized vehicle inventory and ensuring vehicles are properly maintained, and providing coordination for surveyed vehicles and coordinating licensing and registrations. The AGPA will also assist the Division Fleet coordinator for the procurement of vehicles.

10% The incumbent develops/composes policies and procedures for the Bureau as it relates to property control and procurement. Acts as the liaison with the DLE Director's Office Property Section to ensure accountability and maintenance of all of the Bureau's equipment and property. Incumbent must be an expert in procurement and property related matters. This includes analyzing rules, regulations, policies and past practices to determine the correct way to achieve goals within the program. Independently composes policy according to department protocols for distribution to the Bureau's workforce.

Travel to Regional Field Offices to provide formal training to staff on Property and Procurement related matters. Composes justifications to provide to approving authority to ensure the bureau has the equipment they require.

5% As the Bureau's Cal Card Coordinator, track Cal Cards and their expenditures monthly to ensure that proper protocol is being met. Develop and maintain spreadsheets to organize and track data. Coordinate with Department Cal Card Coordinator to issue new cards in the event they expire, are lost, or compromised and cancel cards when appropriate. Ensure cards are charged to the appropriate cost code and transfer cards between Bureaus as necessary.

5% Provides assistance in the completion of special projects assigned by the Director, Assistant Director, and/or Administrative Manager as required. This may include statistical reports, mandated reports, annual reports, biennial reports or other information as requested.

I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date