



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Associate Governmental Program Analyst

Working Title: Legislative Analyst

Position Number: 535-160-5393-803

Division/Office: Office of Governmental and International Affairs

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date:

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

Under the general direction of the Legislative Manager, the incumbent will be responsible for independently preparing analysis of legislation affecting the Commission, researching and responding to requests for information from Commission and legislative staff, and preparing testimony and correspondence related to the Commission.

Essential Duties

- 50% Prepares complex legislative analysis and provides technical support regarding governmental affairs. This includes writing analyses of existing and proposed legislation, developing legislative proposals, and preparing analysis of issues that may affect the Commission.
- 25% Coordinates with Commission staff, Commissioners, and Advisors for the purpose of obtaining information and policy direction to develop legislative analyses and proposals and to respond to intergovernmental inquiries and correspondence.
- 10% Performs research necessary to respond to internal and external inquiries and requests for information. This includes responding to constituents of legislators, updating the Legislature on Commission programs, and preparing Office of Governmental Affairs reports.
- 10% Communicates with Legislature and advocates on policy affecting the Commission. Duties include preparation of correspondence and testimony for legislative hearings.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

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): Richard Rojas _____

Supervisor’s Signature: _____ **Date:** _____



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2020)

Classification(s): Staff Services Analyst (General)

Working Title: Legislative Analyst

Position Number: 535-160-5157-803

Division/Office: Office of Governmental and International Affairs

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: February 22, 2021

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

Under the supervision of the Legislative Manager, the incumbent performs work of average difficulty preparing legislation affecting the Commission, researching and responding to requests for information from Commission and legislative staff, and preparing testimony and correspondence related to the Commission.

Essential Duties

- 50% Prepares less complex legislative analysis and assists in providing technical support regarding governmental affairs. This includes writing analyses of existing and proposed legislation, developing legislative proposals, and preparing analysis of issues that may affect the Commission.
- 25% Coordinates with Commission staff, Commissioners, and Advisors for the purpose of obtaining information and policy direction to develop legislative analyses and proposals and to respond to intergovernmental inquiries and correspondence.
- 10% Performs research necessary to internal and external inquiries and requests for information. This includes responding to constituents of legislators, updating the Legislature on Commission programs, and preparing Office of Governmental Affairs reports.
- 10% Communicates with Legislature and advocates on policy affecting the Commission. Duties include preparation of correspondence and testimony for legislative hearings.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

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): Richard Rojas _____

Supervisor’s Signature: _____ **Date:** _____