

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
EXECUTIVE OFFICE**

INCUMBENT:

JOB TITLE: Staff Services Analyst

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager I, the Staff Services Analyst performs a variety of analytical tasks related to the efficient functioning of the Executive 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 REQUIRED: Reports directly to the Staff Services Manager I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. May be required to use a computer terminal up to eight hours a day, in order to prepare assignments. Occasional travel is required.

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

ESSENTIAL FUNCTIONS:

- 25% Executive Training Coordinator: Provides coordination, oversight, and monitoring of statewide training programs for Executive staff. Assesses training needs, makes recommendations, develops training plans, registers employees for classes, ensures the division complies with mandatory departmental trainings, and researches alternative training options to present to management; prepares annual training plan; monitors training expenditures; and prepares follow-up evaluations and reports to Executive management regarding completed training. Works with Executive staff and Department of Justice training staff to ensure all division training is properly processed.

- 20% Records Management & Retention Coordinator: Analyzes, develops and maintains a records management program to include automated and manual filing systems to protect and retrieve records, reports, and other information contained on paper, computer programs, or other media for the retention, transfer, storage, and disposal of records. Monitors and oversees policies,

procedures, and schedules to maintain a sound records management program compliant with state standards.

Produces a bi-annual progress reports on records management schedules and facilitates annual meetings for staff performing records retention activities throughout the state with respect to obtaining, archiving, storing, and transporting Transportation Authorization Requests. Develops and presents training related to records management as needed to ensure consistency among directorate programs.

- 20% Independently reviews, researches, and analyzes information upon which the Executive office makes decisions affecting operating procedures; coordinates and works with departmental staff and stakeholders in developing and managing information and progress related to working conditions and/or policy changes for the Department of Justice.

Performs research; prepares clear and concise reports, correspondence, spreadsheets, and other written documents and recommends a course of action, reviews for completeness, and obtains additional information as needed. Assignments may cover a number of areas, including gathering statistical data, monitor tracking systems for the executive office, make recommendations to management for program improvement and implement and/or assist with processes and procedures.

Independently prepares and reviews correspondence involving significant administrative and analytical issues. Works collaboratively as part of a team during peak periods to assist with emails, calls and forms processing, provides training, and takes responsibility for specific projects and programs.

- 15% Outreach and Workshop Coordinator: Organizes public and private collaboration projects that involve contact with a wide range of public and private officials, establishing and maintaining relationships with various state agency personnel, law enforcement agency personnel, members of the Legislature, Attorneys General, District Attorneys and the general public. Coordinates and conducts briefings with the Special Assistant to the Attorney General in order to advise them of complex or sensitive issues, and reaches out to external stakeholders to arrange webinars and workshops regarding the affected subject matter such as human trafficking, border issues, Controlled Substance Utilization Review and Evaluation System (CURES), cannabis, firearms, tobacco, racial profiling, and consumer protection. Sets up regulatory hearing locations, compiles public notification responses, and reaches out to impacted sections to gather analytical data to present to the Chief Deputy.

Staff Services Analyst

Duty Statement

Page 3

10% Assists with the necessary travel arrangements for executive staff members. Prepares itineraries and daily schedules. Schedules appointments by nature of priority and importance, making adjustments as required. Reviews requests for completeness, and obtains additional information when needed. Acts as the point of contact on pending scheduling requests and provides written and verbal responses.

5% Recycling Coordinator: Plans, organizes, coordinates and implements Directorate recycling programs statewide. Tracks and maintains a variety of data and records and prepares required reports for local and state agencies.

5% Back Up: Performs back-up analytical services in the absence of the other analysts and the Executive office's other administrative staff.

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.)

Employee's Signature	Date	Supervisor's Signature	Date
----------------------	------	------------------------	------

Rev. 11/13/19