



**CURRENT/PROPOSED**

<b>DUTY STATEMENT</b>	
<b>Classification:</b> ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	<b>Position Number:</b> 103-5393-703
<b>Division/Office/Section:</b> Legislative and External Affairs	
<b>Location:</b> 1001 I Street, Sacramento, CA 95814	<b>Effective Date:</b>
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Angela Vincent	
<b>Collective Bargaining Identifier (CBID):</b> 01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:**

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst is responsible for analyzing complex legislative issues related to CalRecycle responsibilities and programs.

**ESSENTIAL FUNCTIONS**

- 30%            Independently coordinate, compose, and edit the completion of the most complicated waste management state and federal bill analyses or necessary amendments. Program and legislative topics include, but are not limited to, beverage container recycling, plastics materials, and waste tires.
- 15%            Identify and assess stakeholders, fiscal impacts, health and safety issues, and programmatic impacts of legislative bills. Review, analyze and develop legislative language and provide recommendations to upper management for the development of broad policy and legislative proposals with immediate and long-range impacts in support of CalRecycle's strategic directives.
- 15%            Track the introduction and assist in the development of the most complicated waste management legislation affecting CalRecycle by consulting with legislative offices, interest groups, and state agencies.
- 10%            Continuously and independently research issues related to state and federal legislation, fiscal and budget issues, or general waste management policy issues.
- 10%            Act as liaison to specified Divisions within CalRecycle and keep the Legislative Affairs Office informed on major policy issues and initiatives.
- 10%            Independently prepare information and legislative analyses for presentation at CalRecycle meetings. Draft testimony and prepare information for Deputy Director of Legislation to present at legislative committee hearings. Write letters to legislators to communicate CalRecycle's position on bills and prepare complicated amendments to laws to further CalRecycle's position.

**MARGINAL FUNCTIONS**

- 10%            Respond to inquiries from legislative offices, government agencies, special interest groups, and the general public regarding CalRecycle's policies and any legislation affecting CalRecycle and other duties as assigned and/or required.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
  - Duties performed may require annual physical.
  - Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
  - Requires the utilization of a self-contained breathing apparatus.\*
  - Operates heavy motorized vehicles.\*
  - Requires repetitive movement of heavy objects.\*
  - Performs other duties requiring high physical demand.\* (Explain below)
- \*May require a pre-employment medical examination.
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**ESSENTIAL FUNCTIONS OF POSITION**

- VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
  - HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
  - SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
  - CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
  - RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
  - ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
  - MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
  - BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
  - SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
  - LIFTING** – You must be able to lift up to pounds to perform the following duties:
  - CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division’s line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
  - EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
  - Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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**EMPLOYEE CERTIFICATION**

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date