

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Financial Assistance
Unit: Administration
Position Number: 401-261-5393-010 PS 2307
Classification: Associate Governmental Program Analyst
Working Title: Senior Administrative and Training Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: Proposed

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for a broad range of analytical assignments relative to the administrative support of the Division of State Financial Assistance (DSFA), providing support services to staff and division management on complex assignments and participate in various analytical assignments.

% of Time	Essential Functions:
40%	Serve as divisional liaison between DFSA and HRB for all hiring functions. Coordinates with hiring managers on new recruitments by facilitating the interview process, performing reference checks and compiling hiring packages. Train and update clerical support staff on the interview processes and procedures, including interview packets and scheduling of interviews. Develop, monitor, track and reconcile divisional vacancies to ensure service levels are met.
35%	Serve as lead Proctor for all DSFA interviews, set up appointments, send out invites to candidates and panel members and manage calendars. Track all candidates and ensure to disseminate proper information. Analyze and screen applications in our ECOS system upon request. Respond to all managements request for assistance and guidance through the hiring process includes posting Job Ops. Analyze DFA's website to ensure it meets the State accessibility requirements and research resources to help make the website and website content accessible.

20% Collaborates with the Deputy Directors, Branch Chiefs, Section Chiefs and Managers regarding HR related topics such as hiring and posting Positions for DFSA. Gathers and analyzes necessary information for HRB requests and submits documentation to managers and HRB for review. Maintains tracking of requests and ensures requestors are responded to timely. Maintain Vacancy Tracker and submit to Section Chief every Monday by 9am. Serve as analyst for DSFA as needed upon request for special projects.

% of Time Marginal Functions:

5% Performs other job-related duties as assigned including mandatory training.

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

Supervision Exercised: None

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None.

Live Scan: None.

Bilingual, specify language: None.

License/Certification: None.

Medical Clearance: None.

Other, please specify: None.

Physical Requirements: The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises management Division training programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies as well as provide various reports to management.

Personal Contacts: The incumbent will maintain contact between the DFA management, office staff, and may collaborate with other Divisions within the department.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal, state and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in

misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____
Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____
Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.