

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED**RPA NUMBER (HR USE ONLY)****21-183****ALERT: This form is mandatory for all Requests for Personnel Action (RPA).****INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 12/14/2021	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Associate Governmental Programs Analyst		E. POSITION WORKING TITLE AGPA
F. CURRENT POSITION NUMBER 695-301-5393-707		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Technology Services/Administrative & Office Support Services / Gold Camp		I. SUPERVISOR NAME AND CLASSIFICATION Susana Sanchez, Staff Services Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY, 8:00AM – 5:00PM, DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions Under the direction of the Staff Service Manager II (SSM II), Administrative and Office Support Services, the Associate Governmental Program Analyst (AGPA) serves as an administrative liaison for the Office of Technology Service (OTech) and provides analytical and technical support in personnel, fiscal and budgeting, IT acquisitions and contract, and project tracking.
25 % of time performing duties	Essential Functions (Percentages shall be in increments of 5 and should be no less than 5%.) Personnel Services Support <ul style="list-style-type: none">• Prepare Requested Personnel Action (RPA) lifecycle in accordance with established procedures at the request of and in collaboration with hiring supervisors.• Work with Human Resources (HR) to identify position numbers, appropriate classification and allocation level using appropriate guidelines including the SPB Job Specification• Work with Admin staff on staffing reports for deputies and branch managers. This includes budget drills, vacant position tracking reports, staffing reports and charts, reorganization proposals, freeze exemptions tracking reports, and summaries of lost positions• Develop or update duty statements, organization charts, justifications and other related personnel documents in collaborations with hiring supervisors• Work with the hiring manager during the selection process to establish screening criteria, screening applications, and verifying civil service eligibility with HR.• Assist hiring supervisors with the development of job interview questions, reference checks and provide oversight in the selection process.• Serve on interview panels and review Official Personnel Files on behalf of hiring supervisor.• Track RPAs and work closely with HR to facilitate process.• Create and maintain tracking systems and database for completion of Individual Development Plans and Probationary Reports in a SharePoint environment. Complete preliminary information on forms and provide a cohesive status report to supervisors• Submit staff movement for new hires and transfers in the IT Services Management System. Coordinate office moves and logistics with stakeholders.• Analyze and research survey exam needs with OTech current needs and impact. Collaborate with HR on outcome to develop annual exam plan.• Serve as the training coordinator for OTech and work in conjunction with the department's training coordinator to ensure that mandatory training requirements are met including verification of authorized training contracts.

25 % of time
performing duties

Administrative Support

- Assist in the creation of presentations, reports, and documents for California Department of Technology (CDT)'s senior management, including preparation of talking points, power point presentations and travel arrangements.
- Research and prepare briefing and background information for meetings, conferences, speaking engagements and other events by gathering relevant documents and information and compiling applicable materials.
- Conduct special studies and investigations, as requested by CDT's senior management, by reviewing the assignment, researching, collecting and analyzing pertinent data from affected program areas, and culminating this data into cohesive reports, either narrative or numerical. Identify solutions and alternatives within established policies.
- Screen and research all programmatic problems and issues before they are presented to the Chief Technology Officer, Deputy Chief Technology Officer or Deputy Directors. Make recommendations as appropriate.
- Manage, process, coordinate and schedule complex executive's calendars, arranging conference calls, preparing meeting locations, scribing and making travel arrangements.
- Manage and prepare in-state and out-of-state travel for the Chief Technology Officer and Deputy Chief Technology's Officer.
- Prepare agendas and meeting materials, coordinating videoconferencing needs, WebEx, taking minutes at meetings, and composing drafts of proceedings.
- Research and compose correspondence on behalf of executive management.
- Work with CDT's senior management in developing and creating power point presentations and speaking points.

25 % of time
performing duties

Contracts and IT Acquisition Planning

- Analyze, research, and develop contract documents; GC19130 justification, statement of work (SOW) and other required documents in collaboration with internal management.
- Analyze, research, and develop amendments for existing CDT contracts.
- Prepare and maintain contract expenditures and expiration dates in a SharePoint environment.
- Assist management with identifying solicitation requirements and prepare documents as directed.
- Monitor contracts processing and prepare status reports for management. Distribute guidelines for preparation of contracts, as directed.

20 % of time
performing duties

Fiscal and Budget Services

- Assist managers and supervisors, as needed, in preparation of Budget Change Proposals (BCP).
- Review BCPs for format, grammar, and program accuracy. Ensure BCP is consistent with senior management direction.
- Serve as liaison with Admin Fiscal and ensure all required components are included.
- Analyze and research monthly expenditures to create a financial report to senior management. Developed recommendations of possible financial risk.
- Collaborate with senior management of forecasting fiscal procurements.
- Research and analyze fiscal reports for future budget expenditure in development of the

5 % of time
performing duties

Marginal Functions (Percentages shall be in increments of 5 and should be no more than 5%.)

- Provide backup Office support.
- Perform other related duties.

Work Environment Requirements

- Appropriate attire for professional office environment.
- Functions effectively in an automated environment.
- Daily use of PC and related software applications at a workstation.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Associate Governmental Program Analyst is expected to work independently and receives direction from the Staff Services Manager II

Actions and Consequences:

Missed deadlines or poor-quality work could result in the ability of OTech to not meet business operational needs on a timely basis. Inaccurate work could result in audit findings.

Personal Contacts:

Requires interaction with all levels of staff within the OTech at various worksites. The incumbent is expected to work cooperatively with Administration staff.

Administrative and Supervisory Responsibilities: (Indicate "None" if this is a non-supervisory position.)
None

Supervision Exercised:

May serve as lead for two staff services analysts

Other Information**Desirable Qualifications:** (List in order of importance.)

- Proficient in Microsoft Office Suite
- Knowledge of procedures and best practices in Human Resources, Fiscal and Contracting
- Developing administrative/business processes and procedures with strong business writing skills
- Good communication and interpersonal skills for successful collaboration with staff and management at all levels.
- Under continual pressure and tight timeframes, maintain, plan, coordinate, monitor and follow up on multiple, projects and assignments at the same time to ensure deadlines are met, maximum performance, customer satisfaction, and the success of the California Department of Technology.
- Experience in statistical and research methods
- Analyze information and situations, reason logically, identify and solve problems, draw valid conclusions, and develop effective solutions.
- Ability to think clearly and quickly while analyzing and solving problems of the organization and management
- Ability to communicate effectively both orally and in writing
- Ability to use analytical techniques to resolve managerial issues
- Ability to handle sensitive assignments with tact, diplomacy and confidentiality
- Establish and maintain cooperative working relationships
- Ability to carry out assignments without detailed instructions
- Ability to work with all levels of staff within OTech, Department of Technology, and other agencies or departments
- Ability to adapt to shifting priorities and demands, while still meeting deadlines
- Demonstrated capacity for assuming increasing responsibility
- Knowledge of office management principles, methods and procedures
- Reliable and punctual
- Strong organizational skills
- Dependable with good attendance

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)
Vacant

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)
Susana Sanchez

SUPERVISOR SIGNATURE

DATE