

DUTY STATEMENT

CTC-HR 101 (REV 12/2021)

RPA # 23-003	EFFECTIVE DATE: Click or tap here to enter text.
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EMPLOYEE'S NAME Click or tap here to enter text.	POSITION NUMBER (Agency - Unit - Class - Serial) 192-403-5393-
DIVISION/UNIT Administrative Services Division/Office of Governmental Relations & Regulations	/CLASS TITLE/WORKING TITLE Associate Governmental Program Analyst

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of the Director, Administrative Services Division, the Associate Governmental Program Analyst (AGPA) performs a variety of complex assignments and provides journey-level technical and analytical support relative to the area of promulgating regulations including research, development and implementation of regulations pertaining to educator preparation and credential requirements. The AGPA works independently, collaboratively, and as lead to move regulatory packages from conception to full implementation. When assigned to division-related projects, the AGPA must work cooperatively with program subject matter experts.

Percentage of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

40%	<p>The incumbent will demonstrate outstanding analytical, writing, and presentation skills. The successful candidate must be comfortable applying critical thinking skills to abstract concepts, translating those concepts into tangible products and processes, and presenting the results to groups that include executive management, commissioners, superintendents of county offices of education and school districts and the public. The incumbent must also exercise excellent judgment and diplomacy when implementing Commission policy. The incumbent must be able to handle multiple assignments with competing timelines and demonstrate an understanding of how to balance and communicate these competing priorities.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>Development of Regulatory Packages</u> Work program with program Consultants and Administrators to conceive, develop and write regulatory packets for presentation to the Commission and submission to the Office of Administrative Law. Serve as a point of contact in the Administrative Services Division to assist in the regulatory process from beginning through approval. This includes efforts involved in each required step of the process to ensure the rulemaking file in correct and complete through all stages of development, review, and finalization after approval. This also includes assisting in the development and presentation of Commission agenda items, and summary of public comment as appropriate. Respond to or coordinate the response to any questions or needs identified by the Office of Administrative Law in concert with the Staff Services Manager I (Specialist). Problem solving and deep understanding of both the regulatory process and proposed regulations are required.</p>
35%	<p><u>Research, Data and Analytical Support for the Administrative Services Division, Regulations Regarding Policy and Programmatic Changes and Expectations.</u></p> <p>Work with lead program Consultants and Administrators in the Professional Services Division to understand the policy and programmatic changes and expectations to help determine what areas need to be embodied in regulations and in what manner. Analyze, research and interpret a wide variety of source documents, statute, regulations, and data. Participate in panel meetings as required to anticipate the impact of proposed programmatic changes on needed regulatory changes, summarize rationales for changes in program and credential requirements.</p>
15%	<p><u>Communication and Implementation</u> As part of a team, develop, prepare, write, and present complex technical information and/or provide support in the organization in the preparation of these efforts. These include, but are not limited to the</p>

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10%	<p>preparation of program needs or agenda items, developing materials to assist with the technical assistance for programs. This may also include individual email and communication to programs.</p> <p><u>MARGINAL FUNCTIONS</u></p> <p>Organize and participate in program meetings, panel meetings, unit meetings as required. Some travel may be required but limited. Other related duties as required.</p>
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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others; act as a team or conference leader; and appear before legislative and other committees.

INTERPERSONAL SKILLS

- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

DESIRABLE QUALIFICATIONS

- Ability to effectively exercise excellent judgment within assigned scope of authority and to handle sensitive issues with tact and diplomacy
- Ability to evaluate complex issues and problems and synthesize multiple sources of information in order to provide analysis and recommendations
- Specialized knowledge in educator employment and assignment practices in California public schools, school structure at the elementary, middle and secondary level, certification and authorization structure in California, California Education Code and Title 5 of the California Code of Regulations
- Possess excellent public speaking skills to large groups of education professionals, as well as the judgment necessary to appropriately represent the Commission
- Demonstrate a high degree of independence, initiative and responsibility
- Perform well in a fast paced and multi-tasking environment
- Demonstrate analytical and organizational abilities
- Excellent written communication skills and experience in writing complex and analytical technical reports
- Experience in project management, analysis and research
- Fluency with Microsoft Office applications and databases

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Requires prolonged sitting, use of telephones and computers and frequent contact with employees, stakeholders and the public
- Requires the ability to work with others in a positive and cooperative manner, resolve emotionally charged issues reasonably and professionally and deal effectively with pressure while maintaining focus and remaining professional even under adversity
- Requires mobility to various areas of the two-story, climate-controlled building with natural and artificial lighting
- Requires the ability to work regular business hours
- Requires use of private or public transportation or walking to other State facilities to attend meetings or hand-deliver documents in a variety of weather conditions.
- In state travel will be required

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Physical Ability:

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

- CTC management and staff
- Office of Administrative Law
- High level county and district personnel
- Educators and the Public
- Stakeholders
- All contacts require tact and sensitivity

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized persons.

Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Data and analytical errors could result in improper management decisions at all levels, inaccurate reporting and incorrect compliance decisions. Poor judgement in any of these areas would severely constrain the Agency's ability to meet program commitments. Errors may have a significant impact on the internal and external operations of the Agency.

MANAGER/SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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