

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

| <b>PART A</b>  |   |
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| <b>Position No: 830-407-5157-001</b>   | <b>Date:</b>  |
| <b>Class: Staff Services Analyst (General)</b>   |   |
| <p>Under the direction of the Deputy Secretary for Women Veterans Affairs and with a high degree of independence, the incumbent performs journey-level analytical duties associated with the programming missions of the Women Veterans Division. These efforts will be focused on activities that will provide support, information, advocacy and outreach to women veterans on a statewide basis. Duties include, but are not limited to: administrative needs, analysis of veteran population by gender, race, era, county, and state; meeting facilitation; public speaking, research &amp; report writing; programmatic support for conferences and events and proposals in support of women veterans' outreach, analysis, policy development, and other related analytical duties as assigned.</p> |   |
| <b>% of time performing duties:</b>  | <b>ESSENTIAL FUNCTIONS</b>  |
| 40%  | Regularly evaluate and create reports of division's efforts in support of enterprise-wide and divisional strategic plans. Ensure that metrics are being met, evaluate areas of improvement, and propose solutions as appropriate. Researches and prepares applicable reports for discussion and provide recommendations for improvement regarding business processes, customer service delivery, and achievement of long-term Division goals. Conduct research and evaluate critical information from scientific journals, government and non-profit websites, and meetings with various stakeholders to create comprehensive and useful reports that identify key concepts, trends, and issues for improving resources for women veterans. Consult with and advise veteran leadership and stakeholders on relevant subjects impacting underserved communities. |
| 30%  | Provides backup support to managing calendar schedules and meeting events for Deputy Secretary. Provides meeting minutes and comprehensive reports from staff/leadership meetings, roundtable discussions, and all other meetings between leadership and government agencies/veteran organizations. Responsible for gathering and creating monthly reports of the Division's events and the Deputy Secretary's activities to executive leadership. Provides backup support to staff and management, which may include, but is not limited to, analyzing and maintaining the budget, submitting and completing Division requisitions through Fi\$cal, managing CalAters and Concur for management, and developing and responding to correspondence for Deputy Secretary/Manager approval and signature.  |
| 20%  | Helps maintain database to create all-inclusive reports that regularly track, review, and assess outreach and case management efforts of the division. Regularly review, update, and maintain the division's website for relativity, effectiveness, and accuracy of written content and outreach efforts.   |
| 5%   | Provides support at divisional and departmental events; representative and liaison as needed when attending various internal and external meetings; assists with outreach, training, event planning, and CalVet and Division presentations in person and virtually.   |
| <b>NON-ESSENTIAL FUNCTIONS</b>   |   |
| 5%   | Other related duties as assigned.   |

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|--|-----------------|------------------|---------------|---------------|----------------|
| <b>Class: Staff Services Analyst (General)</b>   |                 | <b>Name:</b>     |               |               |                |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS<br/>OF ESSENTIAL FUNCTIONS</b>  |                 |                  |               |               |                |
| Activity   | Not<br>Required | Less than<br>25% | 25% to<br>49% | 50% to<br>74% | 75% or<br>More |
| <b>VISION:</b> Preparing various forms, memos, reports, letters, and proofreading documents.   |                 |                  |               |               | X              |
| <b>HEARING:</b> Answering telephone; answering inquiries and providing verbal information.   |                 |                  |               |               | X              |
| <b>SPEAKING:</b> Answering telephone; answering inquiries and providing verbal information; meeting participation.   |                 |                  |               |               | X              |
| <b>WALKING:</b> Distributing information   |                 |                  |               | X             |                |
| <b>SITTING:</b> Sitting at desk; answering telephone; attending meetings.  |                 |                  |               |               | X              |
| <b>STANDING:</b> Copying documents.  |                 |                  |               | X             |                |
| <b>BALANCING:</b>  |                 | X                |               |               |                |
| <b>CONCENTRATING:</b> Determining needs of management and providing information; preparing various reports and documents; gather data; research and analyze statistical information. |                 |                  |               | X             |                |
| <b>COMPREHENSION:</b> Understanding and interpreting data; understanding policies and procedures.  |                 |                  |               |               | X              |
| <b>WORKING INDEPENDENTLY:</b> Must be able to work alone without much guidance or interaction from other staff at times.   |                 |                  |               |               | X              |
| <b>LIFTING UP TO 10 LBS OCCASSIONALLY:</b>   |                 |                  |               | X             |                |
| <b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b>  |                 | X                |               |               |                |
| <b>LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:</b>   |                 | X                |               |               |                |
| <b>FINGERING:</b> Pushing telephone buttons; personal computer; copier; fax.   |                 |                  |               |               | X              |
| <b>REACHING:</b> Answering telephone; using a mouse; printing documents on desk printer.   |                 |                  |               |               | X              |
| <b>CARRYING:</b> Distributing documents  |                 |                  |               |               | X              |
| <b>CLIMBING:</b>   |                 | X                |               |               |                |
| <b>BENDING AT WAIST:</b>   |                 | X                |               |               |                |
| <b>KNEELING:</b>   |                 | X                |               |               |                |
| <b>PUSHING OR PULLING:</b>   |                 | X                |               |               |                |
| <b>HANDLING:</b> Files; typing.  |                 |                  |               |               | X              |
| <b>DRIVING:</b>  |                 | X                |               |               |                |
| <b>OPERATING EQUIPMENT:</b> Computer; telephone; copy machine; fax.  |                 |                  |               |               | X              |
| <b>TRAVEL</b>  |                 | X                |               |               |                |
| <b>WORKING INDOORS:</b> Enclosed office environment  |                 |                  |               |               | X              |
| <b>WORKING OUTDOORS:</b>   |                 | X                |               |               |                |
| <b>WORKING IN CONFINED SPACE:</b> Enclosed office environment.   |                 |                  |               |               | X              |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_