



## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Associate Governmental Program Analyst (AGPA)	Working Title Budget Analyst
Employee Name	Position Number 799-101-5393-709
Project/Division Name Administrative Services	Supervisor's Name <a href="#">Click here to enter text.</a>
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification SSM I
Physical Work Location 1215 O Street, MS-08, Floor 11	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations         </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) provides independent administrative and analytical support to all senior staff of the California Health and Human Services Agency. The AGPA performs complex analytical tasks in a variety of administrative support duties and is expected to consistently demonstrate a high degree of initiative, have excellent writing skills, good judgment, effectiveness in working with or through others, independence and follow-through in performing assigned tasks. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities and be proficient in all Microsoft applications. The AGPA is expected to contact the highest levels of the Executive Branch on an ongoing basis and as a result, must demonstrate extreme tact and professionalism to accomplish regular tasks. In addition, this position requires the flexibility to work irregular or extended work hours with short notice.</p>	
Percentage of Duties	Essential Functions
40%	<p>Independently prepares contract documents for external and internal approvals, tracks the status of the review/approval process and distributes executed contracts. Identifies methods of improving and enhancing timely processing of contracts and ensures consistent handling of all contracts. Provides quality control to ensure compliance with following policies and procedures. Enters and edits data in the Fi\$CAL database, assists in the maintenance of the contract database and prepares established reports and correspondence from the Fi\$CAL database. Prepares solicitations, purchase requisitions and purchase orders. Adheres to the State purchasing policies and procedures, provides technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods, evaluation criteria, and required justifications. Reviews documents (preliminary solicitations, purchase requisitions, purchase orders, required forms and correspondences) for correctness, errors and form consistency, and organizes and maintains procurement files.</p>
30%	<p>Serves as lead and provides ongoing assistance with complex administrative functions such as Agency training initiatives, budget and fiscal drills, personnel-related drills, and other special</p>

	projects. Conducts complex independent research, analyses, program surveys, and provides oral recommendations on assignments as appropriate; attends meetings, develops presentations and leads discussions with Agency executive staff, Department Directors and Chief Deputy Directors.
15%	Represents Agency on internal committees and work groups, prepares and leads intradepartmental campaign activities and meetings; coordinates on special projects with work groups as assigned. Regularly attends project meetings, compiles information or action items needed for follow up, performs assigned individual project tasks, and coordinates group efforts to formulate procedures, policies, and program materials. Consistently makes presentations to senior staff on activities requiring leadership input/approval.
5%	Prepares the week ahead report (WAR) for the Agency. Initiates contact with departments for clarification on submittals, ensures that the deadline to the Governor's Office is met, and the report is accurate, reliable and of the highest quality. Corresponds with Assistant Secretaries to provide clarification on documents submitted and meets as needed with the Agency Undersecretary and the Agency Secretary. Provides training and direction to the Agency WAR writers and provides feedback and improvement direction for the WAR.
5%	Serves as Agency back-up for all Microsoft Word and Adobe Portable Document Format remediation. Assists the Office of External affairs with remediation of content uploaded to the CHHS public website and ensures website content meets accessibility standards required by California AB 434 State Web Accessibility Laws.
5%	Other duties as required.

#### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Constant (76-100%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

#### 5. SUPERVISION

N/A
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#### 6. SIGNATURES

<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. HRD USE ONLY**

**Human Resources Division Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

**Reasonable Accommodation Unit use ONLY** (*completed after appointment, if needed*)  
\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  
List any Reasonable Accommodations Made:  
*Click here to enter text.*

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
  - **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**



## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Staff Services Analyst (SSA)	Working Title Budget Analyst
Employee Name	Position Number 799-101-5157-709
Project/Division Name Administrative Services	Supervisor's Name <a href="#">Click here to enter text.</a>
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification SSM I
Physical Work Location 1215 O Street, MS-08, Floor 11	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
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3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) provides a variety of administrative support functions to all senior staff of the California Health and Human Services Agency. The SSA is expected to take initiative, have excellent writing skills, make good judgment, effectiveness in working with or through others, and follow-through in performing assigned tasks. In order to meet deadlines within overlapping timeframes, the SSA must be flexible to changing priorities and be proficient in all Microsoft applications. The SSA is expected to contact the highest levels of the Executive Branch on an ongoing basis and as a result, must demonstrate extreme tact and professionalism to accomplish regular tasks. In addition, this position requires the flexibility to work irregular or extended work hours with short notice.</p>	
Percentage of Duties	Essential Functions
40%	<p>Provides support with contract documents for external and internal approvals, tracks the status of the review/approval process and assists with executing contracts. Enters and edits data in the Fi\$CAL database, assists in the maintenance of the contract database and prepares reports and correspondence from the Fi\$CAL database. Assists with preparing solicitations, purchase requisitions and purchase orders while adhering to the State purchasing policies and procedures. With oversight, provides technical advice regarding subjects such as solicitation development, procurement types/methods, evaluation criteria, and required justifications. Reviews documents (preliminary solicitations, purchase requisitions, purchase orders, required forms and correspondences) for correctness, errors and form consistency, and organizes and maintains procurement files.</p>
30%	<p>Assist Agency staff with ongoing assistance with administrative functions such as Agency training initiatives, budget and fiscal drills, personnel-related drills, and other special projects. Assist with researching, analyzing, conducting program surveys, and provides recommendations on assignments as appropriate. Attends meetings, assists with developing presentations and corresponds with Agency executive staff, Department Directors and Chief Deputy Directors.</p>

15%	Represents Agency on internal committees and work groups, prepares and leads intradepartmental campaign activities and meetings; coordinates on special projects with work groups as assigned. Regularly attends project meetings, assists with compiling information or action items needed for follow up, performs assigned individual project tasks, and coordinates group efforts to formulate procedures, policies, and program materials. Makes presentations to senior staff on activities requiring leadership input/approval.
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5%	Other duties as required.

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Supervisor's Signature	Date

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