

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name Vacant	Classification Name Associate Governmental Program Analyst	Position Number 326-102-5393-701
Division/Unit Executive Programs/ Research and Strategic Initiatives Unit	Date 1/9/23	Prior Pos # (if applicable)

SUMMARY OF RESPONSIBILITIES

Under direction of the Assistant Deputy Director of Research and Strategic Initiatives, the Associate Governmental Program Analyst (AGPA) is responsible for the operations of the Department's strategic initiatives and legislative and regulatory efforts, which includes the California Civil Rights Council and the Commission on the State of Hate. The incumbent will develop systems and processes for efficient operations. The incumbent will also be responsible for a variety of analytical and research tasks, including investigative research and legislative bill analyses. Specific responsibilities include but are not limited to:

Description of Essential Functions:

- 30% Manage and develop processes and systems for, the operations of the Department's Research and Strategic Initiatives Unit and its Legislative and Regulatory Affairs Unit. This includes but is not limited to: coordinating and managing in-person, virtual, and hybrid meetings, public events, and community forums; arranging travel and reimbursement for Department staff and members of the Civil Rights Council and Commission on the State of Hate; working with Department staff to prepare public meeting agendas, reports, website content, and other public-facing materials; managing and responding to external communications, such as inquiries from legislative offices about complaints investigated by the Department; assisting with budgeting; and preparing and managing contracts and purchases in accordance with State contracting and procurement rules and regulations.
- 30% Engage in investigative research and analysis tasks for the Department's Research and Strategic Initiatives Unit and Legislative and Regulatory Affairs Unit. This includes but is not limited to: reviewing and synthesizing research related to civil rights and hate violence; compiling sources and information; drafting legislative bill analyses and enrolled bill reports; forecasting the effects of legislation; researching and summarizing other jurisdictions' practices and laws; cite-checking and editing; conducting education and outreach to community-based organizations and other stakeholders; assisting with the development of regulatory rulemaking packages; and identifying potential speakers for events.
- 20% Engage in tracking and reporting of activities pertinent to the Department's Research and Strategic Initiatives Unit and its Legislative and Regulatory Affairs Unit. This includes but is not limited to: tracking the status of pending civil rights legislation and drafting weekly reports to the Governor's Office; monitoring and attending hearings and public meetings; tracking the progress of regulatory packages; monitoring and ensuring compliance with internal and external deadlines; and preparing monthly reports to CRD Executives.
- 10% Assist with special projects. Ensure meetings and communications are in compliance with applicable laws and regulations, including but not limited to the Bagley-Keene Open Meeting Act and the Public Records Act, including by developing processes and trainings to help

ensure compliance. Stay updated on civil rights laws and issues by participating in trainings, meetings, and seminars. Meet with internal and external stakeholders.

Marginal Functions:

5% Participate in unit, divisional, and Department meetings and events.

5% Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, required abilities or qualifications associated with this job.

Desirable Qualifications:

- Knowledge of California's civil rights laws, including the Fair Employment and Housing Act
- Knowledge of California's legislative and/or regulatory processes
- Excellent writing and editing abilities
- Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner
- Ability to interpret and apply laws and regulations to specific situations
- Ability to analyze data and situations accurately and take effective action
- Ability to establish and maintain cooperative professional relationships
- Ability to deal creatively, tactfully, and effectively with sensitive issues related to civil rights
- Ability to apply research and program management techniques and methodologies
- Ability to operate a computer and knowledge of Excel, Word, and Adobe software programs
- Ability to follow oral and written instruction and established procedures
- Ability to prepare written documents and accurate detailed reports clearly and concisely
- Ability to multitask and manage multiple impending deadlines
- Excellent organizational skills

Special Characteristics:

Incumbent routinely works with sensitive and confidential issues and/or documents and is always expected to maintain the privacy and confidentiality of such issues and/or documents. The incumbent must also exercise a high degree of initiative, sound judgment, and creativity in performing tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy must always be demonstrated.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.

- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional travel to meetings and other events.

Supervision Received:

The AGPA receives supervision from the Assistant Deputy Director of Research and Strategic Initiatives and may receive general direction from the Deputy Director of Executive Programs and the Department’s Senior Legislative and Regulatory Counsel.

Supervision Exercised:

This position has no direct supervisory functions.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies, and procedures, including the department’s PRA and appeals policies and procedures.

Personal Contacts:

The AGPA may have daily contact with Departmental management and staff, stakeholders and other members of the general public, legal representatives, and control agency representatives.

Actions and Consequences:

The AGPA must adhere to all applicable laws, rules, policies, and procedures, including but not limited to any directions received from Departmental management personnel. The AGPA interacts professionally and appropriately with a wide range of persons, internal and external to the Department, including other Department employees, stakeholders, and other members of the general public. The AGPA is a critical position requiring frequent interaction with the public and the processing of time-sensitive and confidential documents. Failure to use good judgment in handling sensitive and confidential information could result in violation(s) of individual privacy rights.

Certification of the Employee:

I have read and understand the duties as described above. I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Employee’s Signature

Date

Supervisor’s Signature

Date