

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER 23464	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Programs	REPORTING LOCATION 27501 Gateway Oaks Drive, #300, Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) FT 5/40 Mon-Fri 8:00 am - 5:00 pm	POSITION NUMBER 352-310-5393-xxx	CBID R01
CLASS TITLE Associate Governmental Program Analyst (AGPA)	WORKING TITLE Legislative Program Analyst - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.

The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.

POSITION CONCEPT

Under the direction of the Staff Services Manager (SSM) I and coordination with SSM II in the California Arts Council (CAC) State Mandated Programs Unit, the Associate Governmental Programs Analyst (AGPA) supports the programmatic and governmental affairs analytical work of the CAC. The AGPA has the responsibility for supporting the general analytic program work of the unit and monitoring all legislative issues impacting the agency as well as supporting the SSM II with functions associated with the state legislative process and projects, including bill analysis, legislation tracking, arts-related committee work, and related advocacy.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Serves as the Legislative Analyst for CAC, in collaboration with the Office of Legislative Affairs by reviewing and analyzing written bill analyses and change summary documents, determining the impact to the department, and providing guidance and updates to management on the legislative process, in order to make recommendations to management and Legislative Affairs, to ensure programmatic and fiscal impacts of the legislation are accurately identified, and reflect the department's stance and recommendation.
25%	Provides analytical and technical review of CAC grant making process by implementing grant program policy, assessing and developing grant program requirements, guidelines, application questions and procedures, coordinating grant panels, conducting the facilitation and adjudication

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	processes, processing grant contracts, including edits and compliance/monitoring processes, as a state arts agency in order to make recommendations to management on arts grant making, utilizing grant policies and procedures, the Grant Management System (GMS), grant information located in the agency's website, and Microsoft programs.
25%	Coordinates and conveys performance metrics data for CAC by researching, gathering, and analyzing the more complex, qualitative, quantitative, and technical data regarding legislative issues that may impact the work of the CAC and collaborating with internal and external stakeholders, using various data sources and systems, measurable tools, and techniques, including metrics data, volumes, current and historical data trends, program statistics, and gap analysis, in order to implement, identify and evaluate new operational efficiencies to ensure statistical and data quality around legislative issues are optimized and all work processes are efficient and effective division-wide.
5%	Supports the work of the program analysts in the unit, including but not limited to developing guidelines and spreadsheets, meeting with grantees, supporting the social media and newsletter work of the unit, conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives.
5%	Participates in agency activities to advance racial equity in grant making in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework regarding grant policy and objectives to ensure ongoing program success utilizing existing resources such as the CAC Strategic Framework, Grants Management System, and the Racial Equity Action Plan.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates as part of a team in the development and coordination of agency events and activities in order to promote the arts in the state. Performs other job-related duties as assigned and necessary for operational continuity.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework in accordance with the Statewide Telework Policy. The successful candidate must reside in California upon appointment and will be required to report to the office located at 2750 Gateway Oaks, Suite 300 Sacramento, CA 95833 for shifts and/or office meetings as needed/required.

- May be required to transport documents/material with use of a handcart.
- Work effectively in standard office configuration, executive offices and cubicles.
- Work effectively in distributed team working from home and/or office.
- May require occasional overtime.
- May require 0-5% traveling locally and out-of-town; occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current

☒ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------