



PROPOSED

STATE OF CALIFORNIA
DEPARTMENT OF CONSERVATION
HUMAN RESOURCES OFFICE

NAME Vacant	MCR I
CLASSIFICATION Staff Services Analyst	POSITION NUMBER 538-600-5157-xxx
WORKING TITLE Administrative Analyst	DIVISION/UNIT Division of Mine Reclamation/Administrative and Technical Support Unit
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY 3

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT: Under the supervision of the Staff Services Manager I, the Staff Services Analyst will function as the Administrative Analyst within the Division of Mine Reclamation (Division), Administrative and Technical Support Unit. The incumbent is expected to use independent judgement while performing less complex analytical staff services assignments in support of the Division’s four units. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- **ESSENTIAL FUNCTIONS**

- **35% Personnel Liaison**

Serves as the Personnel Liaison for the Division. Coordinates all recruitment activities and ensures completion of all the appropriate documentation is submitted with the package. Reviews and finalizes all personnel related documents and other supporting materials, such as duty statements, position justifications, HR200 forms, interview questions, screening criteria and organizational charts. Works closely with the Human Resources Office (HRO) to track proposals and provide information regarding program and/or personnel issues. Responds to requests for additional information or clarification from HRO staff. Updates and maintains organizational charts in Microsoft Visio. Responds to special organizational chart requests and personnel related drills. Assists management in the preparation of duty statements and other personnel documents for Division staff to ensure conformity to existing policies and procedures. Analyzes and makes recommendations/justifications for restructure and reclassification of positions using class specification analysis as a tool. Provides advice and assistance to Division staff on personnel management problems. Tracks Division positions, keeping a list of vacancies and position action. Coordinates Division responses to Department personnel policies and issues.

- **30% Administrative Liaison**
Serves as the Administrative Liaison for the Division. Works closely with management on budget development and implementation. Prepares the Division budget plan and related components, evaluates fund conditions and program mandates, tasks, and objectives. Assists in the preparation of the Division's Budget Change Proposals and Concept Papers. Makes recommendations to the Supervisor on fee changes and methods of assuring the collection of requisite fees for the annual Mine Reclamation Account fee process, researches and resolves the less complex accounting problems, makes recommendations to the Supervisor and Division managers regarding expenditure and encumbrance issues and year-end account balances. Prepares fund projections as needed and prepares expenditure corrections when necessary. Participates in Departmental meetings related to administrative issues and tasks. Provides support to staff on accounting processes and administrative related contract development and support documentation.

- **20% Enterprise Technology Services Liaison**
Represents the Division as formal liaison between the Enterprise Technology Services Division (ETSD) in all matters relating to computer hardware, software, and wireless. Notifies ETSD personnel regarding laptop hardware/software problems. Develops the annual plan for the purchase of new and replacement equipment. Initiates all IT procurement by entering requisitions into Fi\$Cal and following the order through to deployment of goods. Develops guidelines related to staff use and maintenance of electronic equipment, and the organization of data and files. Develops and maintains inventory control of all IT equipment, both that in the office and that being used remotely. Acts as Division Webmaster. Maintains and updates the Division's Intranet and public web sites. Participates in Public Website Governance Committee Meetings. Ensures all public facing documents meet current ADA requirements before posting or make those that are not available through a FileRequest link. Evaluates program needs, and assists program managers with the development, design, creation, and modification of forms, spreadsheets, charts, and other management tools.

- **10% Miscellaneous**
Acts as the Division's Onboarding Coordinator. Gathers new hire information and equipment; coordinates with the Service Desk to set up equipment. Provides information and resources to management to aid in their onboarding sessions. Tracks completed new-hire documents and ensure required documents are submitted timely to the HRO. Maintains record of various personnel forms.

MARGINAL FUNCTIONS

- **5% Administrative**
In the absence of the Administrative Assistant, serves as back-up in responding to requests for legal services, coordinates the review and maintenance of records with appropriate Unit staff and managers for response to Public Records Act requests related to active and closed mine files. Attends administrative program meetings and reports back to management and staff. Serves on interview panels as needed for program staff recruitment. Serves as back-up timekeeper and back-up Fi\$Cal liaison.

Performs personal administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits in a timely and appropriate manner requests including leave, compensation time/overtime, travel, and training; accurately reports time in the Daily Log system (e.g., Tempo); and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The Staff Services Analyst reports directly and receives the majority of assignments from the Staff Services Manager I; however, direction and assignments may also come from the Supervisor of Mine Reclamation.

C. SUPERVISION EXERCISED

NONE

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

E. PERSONAL CONTACTS

The incumbent will interact daily with Division or Department personnel and regularly with agency staffs, nongovernmental, and the public, via Microsoft Teams or other remote platforms such as email, phone.

F. ACTIONS AND CONSEQUENCES

The incumbent should exercise sound judgment when making decisions affecting duties and as a member of the Department. Improper execution of duties where there is poor judgments, decisions, or recommendations may result in delays to departmental administrative business practices. The incumbent would be instructed on the correction process.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Working conditions will be in office environment (via telework or in an office building).
- Necessary in-office and/or telework activities include the following: occasional working in a high-rise building under non-natural lighting; sitting at a desk during core office hours in front of a keyboard and monitor for prolonged periods of time; moving about the office and standing or sitting during in-person meetings; bending and stooping to retrieve and replace files and records and using a cellphone with or without a headset.
- Physical Requirements: The ability to communicate effectively, and the ability to work with large files weighing 5lbs or less.

H. TELEWORK

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I. OTHER INFORMATION

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	Employee Printed Name	Date
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	Supervisor Printed Name	Date



CURRENT/PROPOSED

STATE OF CALIFORNIA
DEPARTMENT OF CONSERVATION
HUMAN RESOURCES OFFICE

NAME VACANT	MCR I
CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 538-600-5393-093
WORKING TITLE Administrative Analyst	DIVISION/UNIT Division of Mine Reclamation/Administrative and Technical Support Unit
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY 2, 3

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT: Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst will function as the Administrative Analyst within the Division of Mine Reclamation (Division), Administrative and Technical Support Unit. The incumbent is expected to function independently while performing more complex analytical staff services assignments in support of the Division’s four units. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- **ESSENTIAL FUNCTIONS**

- **35% Personnel Liaison**

Serves as the Personnel Liaison for the Division. Coordinates all recruitment activities and ensures completion of all the appropriate documentation is submitted with the package. Reviews and finalizes all personnel related documents and other supporting materials, such as duty statements, position justifications, HR200 forms, interview questions, screening criteria and organizational charts. Works closely with the Human Resources Office (HRO) to track proposals and provide information regarding program and/or personnel issues. Responds to requests for additional information or clarification from HRO staff. Updates and maintains organizational charts in Microsoft Visio. Responds to special organizational chart requests and personnel related drills. Assists management in the preparation of essential function duty statements and other personnel documents for Division staff to ensure conformity to existing policies and procedures. Analyzes and makes recommendations/justifications for restructure and reclassification of positions using class specification analysis as a tool. Provides advice and assistance to Division staff on personnel management problems. Tracks Division positions, keeping a list of vacancies and position action. Coordinates Division responses to Department personnel policies and issues.

- **30% Administrative Liaison**
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- **20% Enterprise Technology Services Liaison**
Represents the Division as formal liaison between the Enterprise Technology Services Division (ETSD) in all matters relating to computer hardware, software, and wireless. Notifies ETSD personnel regarding laptop hardware/software problems. Develops the annual plan for the purchase of new and replacement equipment. Initiates all IT procurement by entering requisitions into Fi\$Cal and following the order through to deployment of goods. Develops guidelines related to staff use and maintenance of electronic equipment, and the organization of data and files. Develop and maintain inventory control of all IT equipment, both that in the office and that being used remotely. Acts as Division Webmaster. Maintains and updates the Division's Intranet and public web sites. Participates in Public Website Governance Committee Meetings. Ensures all public facing documents meet current ADA requirements before posting or make those that are not available through a FileRequest link. Evaluates program needs, and assists program managers with the development, design, creation, and modification of forms, spreadsheets, charts, and other management tools.

- **10% Miscellaneous**
Acts as the Division's Onboarding Coordinator. Gathers new hire information and equipment; coordinates with the Service Desk to set up equipment. Provides information and resources to management to aid in their onboarding sessions. Tracks completed new-hire documents and ensure required documents are submitted timely to the HRO. Maintains record of various personnel forms.

MARGINAL FUNCTIONS

- **5% Administrative**
In the absence of the Administrative Assistant, serves as back-up in responding to requests for legal services, coordinates the review and maintenance of records with appropriate Unit staff and managers for response to Public Records Act requests related to active and closed mine files. Attends administrative program meetings and reports back to management and staff. Serves on interview panels as needed for program staff recruitment. Serves as back-up timekeeper and back-up Fi\$Cal liaison.

Performs personal administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits in a timely and appropriate manner requests including leave, compensation time/overtime, travel, and training; accurately reports time in the Daily Log system (e.g., Tempo); and submits timesheets by the due date.

B. SUPERVISION RECEIVED

The Associate Governmental Program Analyst reports directly and receives the majority of assignments from the Staff Services Manager I; however, direction and assignments may also come from the Supervisor of Mine Reclamation.

C. SUPERVISION EXERCISED

NONE

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

E. PERSONAL CONTACTS

The incumbent will interact daily with Division or Department personnel and regularly with agency staffs, nongovernmental, and the public, via Microsoft Teams or other remote platforms such as email, phone.

F. ACTIONS AND CONSEQUENCES

The incumbent should exercise sound judgment when making decisions affecting duties and as a member of the Department. Improper execution of duties where there is poor judgments, decisions, or recommendations may result in delays to departmental administrative business practices. The incumbent would be instructed on the correction process.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Working conditions will be in office environment (via telework or in an office building).
- Necessary in-office and/or telework activities include the following: occasional working in a high-rise building under non-natural lighting; sitting at a desk during core office hours in front of a keyboard and monitor for prolonged periods of time; moving about the office and standing or sitting during in-person meetings; bending and stooping to retrieve and replace files and records and using a cellphone with or without a headset.
- Physical Requirements: The ability to communicate effectively, and the ability to work with large files weighing 5lbs or less.

H. TELEWORK

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I. OTHER INFORMATION

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.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	Employee Printed Name	Date
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	Supervisor Printed Name	Date