



DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-5157-XXX				
BRANCH Planning and Research		CLASSIFICATION TITLE Staff Services Analyst				
SECTION/UNIT (If applicable) Community Economic Resilience Fund		WORKING TITLE CERF Assistant Analyst				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

AGENCY OVERVIEW

The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the direction of the Program Manager, the CERF Assistant Analyst is responsible for various administrative and analytical tasks. This role will help ensure smooth day-to-day operations on the CERF team, as directed by legislation and the Inter-Agency Leadership Team. This position will work hand-in-glove with the CERF team to support project management, interagency logistics, and external-facing communications.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

35%	<p>Program Support and Interagency Coordination Assist in facilitating meetings and webinars with OPR team, leadership team and stakeholders utilizing Zoom, capture meeting minutes and action items. Analyze and forecast grantee technical support needs and propose, plan, and implement affiliated activities with GO-Biz, EDD, and LWDA. Assist with conducting external inquiries for the CERF team. Provide support in developing internal team guiding documents and suggest policies and procedures to improve interagency coordination. Gather, reconcile, and analyze stakeholder input and/or other qualitative or quantitative data or key programmatic information. Monitor and analyze project management inputs and timelines and provide creative solutions to leadership. Provide administrative support in contract and grant administration.</p>
30%	<p>Communications</p>

<p>20%</p> <p>10%</p>	<p>Assist the California Jobs First team in crafting compelling written communications on both statewide and regional levels. Draft CERF social media engagement and external-facing materials. Draft responses to public-facing inquiries. Review program materials for accuracy and impact</p> <p>Research Support Provide comprehensive research support to the team, contributing to research tasks and written assignments to facilitate informed decision-making.</p> <p>Agency Support Attend and prepare for speaking engagements, conferences, and other virtual and in-person events as a representative of OPR. Extend support to other OPR/SGC grant programs, including assistance in application scoring, offering feedback on guidelines, and other related tasks. Actively participate in staff meetings, attend training sessions, and provide regular work status reports.</p>	
<p>5%</p>	<p>MARGINAL FUNCTIONS Perform other job-related duties as required.</p>	
	<p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> Organizational skills to manage multiple tasks, prioritize workload, meet deadlines effectively, and maintain well-organized files and documentation. Demonstrate a strong commitment to equity and to serving California’s diverse communities throughout the administration of the program Written and verbal communication skills to interact with internal and external stakeholders professionally, as well as familiarity with social media Flexibility, a positive and willingness to learn. Facilitation skills. <p>SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing 10 lbs. Involves sitting most of the time and may involve walking or standing for brief periods of time. This position may be eligible to participate in OPR’s hybrid telework schedule. Participation in Telework is subject to OPR’s guidelines. Occasional/overnight travel up to 15% may be required.</p>	
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
<p>SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.</p>		
<p>SUPERVISOR’S NAME (Print)</p>	<p>SUPERVISOR’S NAME (Print)</p>	<p>DATE</p>
<p>EMPLOYEE’S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).</p>		

STATE OF CALIFORNIA
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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE