

**DUTY STATEMENT**

CURRENT  PROPOSED

RPA Number:	Classification Title: <b>Staff Services Analyst</b>	Position Number: <b>810-XXX-5157-XXX</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Multiple Divisions</b>	Section/Unit: <b>Various Units</b>	Reporting Location: <b>Multiple Locations</b>
Supervisor's Name:	Supervisor's Classification:	CBID: <b>R01</b>
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Telework Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

**Human Resources Use Only:**

**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
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**General Statement**

This specification describes a recruiting and developmental multi-range class used throughout state service to perform a broad range of interdisciplinary activities consisting primarily of analytical, consultative, and specialized evaluative tasks related to the administration of state programs such as providing program evaluation; development; budgeting; planning; training; management; and personnel analysis.

**Equity Statement**

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**Position Description**

Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative solutions, provide recommendations, and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects, and program initiatives; conduct administrative compliance reviews and field evaluations.

<b>Essential Functions (Including percentage of time)</b>	
30%	Plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact
30%	Conduct eligibility analysis, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.
30%	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. 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.
5%	Administrative Duties: 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.
<b>Marginal Functions (Including percentage of time):</b>	
5%	Other Related Duties: 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.
<b>Typical Physical Conditions/Demands:</b>	
The job requires extensive use of a company computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. The incumbent must be able to use a fax, multi-function copier, and other office equipment. The position requires walking—sometimes outdoors in inclement weather, bending and stooping, occasional lifting, grasping, reaching, pulling, and pushing.	