

## DUTY STATEMENT

<b>1. POSITION INFORMATION</b>											
Civil Service Classification Associate Governmental Program Analyst	Working Title <a href="#">Click here to enter text.</a>										
Employee Name	Position Number 799-251-5393-XXX										
Project/Division Name Operations & Program Support Division	Supervisor's Name										
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification Staff Services Manager										
Physical Work Location 925 L Street, Suite 1275 Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>										
Effective Date <a href="#">Click here to enter text.</a>											
<b>2. REQUIREMENTS OF POSITION</b>											
<p><b>Check all that apply:</b></p> <p> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (<i>specify below in Description</i>)         </p> <p><b>Description of Position Requirements (e.g., <i>the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.</i>):</b></p> <p><a href="#">Click here to enter text.</a></p>											
<b>3. DUTIES AND RESPONSIBILITIES OF POSITION</b>											
<p>Under the general direction of the Deputy Director and SSM, the Associate Governmental Program Analyst (AGPA) performs complex and varied analytical tasks, consistently demonstrating a high degree of initiative, good judgment, and effectiveness in working with or through others; the AGPA also displays independence, and follow-through in performing assigned tasks. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities. The AGPA performs the following duties:</p> <table border="1"> <thead> <tr> <th>Percentage of Duties</th> <th>Essential Functions</th> </tr> </thead> <tbody> <tr> <td>35%</td> <td>Conducts complex analysis and review of OYCRs' legislative proposals, analyses, and enrolled bill reports for those assigned by California Health &amp; Human Services Agency (CalHHS) and/or flagged for internal awareness, providing timely and detailed summaries and recommendations on the approval or disapproval of department positions, as appropriate, to the Staff Services Manager, Deputy Director, and/or CalHHS Legislative Affairs. Independently identifies legislation requiring OYCR analysis. Also, reviews and analyzes additional legislation as assigned. Under minimal direction from the Deputy Director or the SSM, may contact and consult with the Governor's Office, CalHHS departments, Department of Finance, legislative staff, public agencies and outside interest groups.</td> </tr> <tr> <td>15%</td> <td>Acts as liaison between OYCR, CalHHS programs and CalHHS' Legislative Affairs team on bill analyses. Communicates with OYCR and CalHHS personnel orally and in writing on legislative issues and concerns, including discussions regarding the consistency of OYCR legislative recommendations and Administration policy.</td> </tr> <tr> <td>15%</td> <td>Prepares the various daily/weekly/monthly legislative reports for review by the SSM and Deputy Director to be provided to CalHHS' Legislative Affairs for the Governor's Office and other interested parties, including the Weekly Legislative Update report. To complete this task, the incumbent must initiate contact with OYCR policy leads and other departments for clarification on submittals, ensure that deadlines are met, and the reports are accurate, reliable and of the highest quality. The incumbent provides training and direction to OYCR team members on their submittals. Prepares and submits annual report contributions specific to legislative efforts.</td> </tr> <tr> <td>15%</td> <td>Assists with complex program and policy issues such as OYCR health and human services and justice system involved youth initiatives, proposed legislation, bill analyses, and special projects by independently researching all applicable laws, regulations and policy and makes recommendations. To complete these</td> </tr> </tbody> </table>		Percentage of Duties	Essential Functions	35%	Conducts complex analysis and review of OYCRs' legislative proposals, analyses, and enrolled bill reports for those assigned by California Health & Human Services Agency (CalHHS) and/or flagged for internal awareness, providing timely and detailed summaries and recommendations on the approval or disapproval of department positions, as appropriate, to the Staff Services Manager, Deputy Director, and/or CalHHS Legislative Affairs. Independently identifies legislation requiring OYCR analysis. Also, reviews and analyzes additional legislation as assigned. Under minimal direction from the Deputy Director or the SSM, may contact and consult with the Governor's Office, CalHHS departments, Department of Finance, legislative staff, public agencies and outside interest groups.	15%	Acts as liaison between OYCR, CalHHS programs and CalHHS' Legislative Affairs team on bill analyses. Communicates with OYCR and CalHHS personnel orally and in writing on legislative issues and concerns, including discussions regarding the consistency of OYCR legislative recommendations and Administration policy.	15%	Prepares the various daily/weekly/monthly legislative reports for review by the SSM and Deputy Director to be provided to CalHHS' Legislative Affairs for the Governor's Office and other interested parties, including the Weekly Legislative Update report. To complete this task, the incumbent must initiate contact with OYCR policy leads and other departments for clarification on submittals, ensure that deadlines are met, and the reports are accurate, reliable and of the highest quality. The incumbent provides training and direction to OYCR team members on their submittals. Prepares and submits annual report contributions specific to legislative efforts.	15%	Assists with complex program and policy issues such as OYCR health and human services and justice system involved youth initiatives, proposed legislation, bill analyses, and special projects by independently researching all applicable laws, regulations and policy and makes recommendations. To complete these
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15%	Assists with complex program and policy issues such as OYCR health and human services and justice system involved youth initiatives, proposed legislation, bill analyses, and special projects by independently researching all applicable laws, regulations and policy and makes recommendations. To complete these										

	tasks, the incumbent conducts complex independent research, analyses, program surveys, and provides oral recommendations on assignments as appropriate; attends meetings, develops presentations and leads discussions with OYCR and CalHHS executive staff, Department Directors and Chief Deputy Directors. Also develops briefing papers or white papers for briefings and meetings with legislative staff, as necessary.
10%	Monitors legislative committee hearings and floor sessions, and attends bill meetings, reporting to the SSM and Deputy Director, on the discussion regarding, and outcome of, OYCR tracked legislation.
5%	Acts as lead in coordinating, preparation, and responses for legislative hearings to assist OYCR prepare for legislative hearings/testimony.
5%	Other duties as required, as appropriate for the classification.

#### 4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

#### 5. SUPERVISION

N/A

#### 6. SIGNATURES

**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

#### 7. HRD USE ONLY

**Human Resources Division Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

**Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)**

- \* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**

## DUTY STATEMENT

<b>1. POSITION INFORMATION</b>											
Civil Service Classification Staff Services Analyst	Working Title										
Employee Name	Position Number 799-251-5157-XXX										
Project/Division Name Operations & Program Support Division	Supervisor's Name										
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification										
Physical Work Location 925 L Street, Suite 1275 Sacramento, CA 95814	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>										
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<b>3. DUTIES AND RESPONSIBILITIES OF POSITION</b>											
<p>Under the general direction of the Deputy Director, and direct supervision of the Staff Services Manager, the Staff Services Analyst (SSA) performs varied analytical tasks ranging in complexity, consistently demonstrating initiative, good judgment, and effectiveness in working with or through others; the SSA also displays independence, and follow-through in performing assigned tasks. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities. The SSA performs the following duties:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Percentage of Duties</th> <th>Essential Functions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">35%</td> <td>Reviews and analyzes OYCRs' legislative proposals, analyses, and enrolled bill reports for those assigned by California Health &amp; Human Services Agency (CalHHS) and/or flagged for internal awareness, providing timely and detailed summaries and recommendations on the approval or disapproval of OYCR positions, as appropriate, to the Staff Services Manager, Deputy Director, and/or CalHHS Legislative Affairs. Independently identifies legislation requiring OYCR analysis. 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To complete this task, the incumbent must initiate contact with OYCR policy leads and other departments for clarification on submittals, ensure that deadlines are met, and the reports are accurate, reliable and of the highest quality. The incumbent provides training and direction to OYCR team members on their submittals under the direction of the SSM and Deputy Director. Prepare annual report contributions specific to legislative efforts.</td> </tr> <tr> <td style="text-align: center;">15%</td> <td>Assists with program and policy issues such as OYCR health and human services and justice system involved youth initiatives, proposed legislation, bill analyses, and special projects by researching all applicable laws, regulations and policy and makes recommendations. 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10%	Monitors legislative committee hearings and floor sessions, and attends bill meetings, reporting to the SSM and Deputy Director, on the discussion regarding, and outcome of, OYCR tracked legislation.
5%	Provide support coordinating preparation and responses for legislative hearings to assist OYCR staff prepare for hearings/testimony. Schedule prep meetings as needed.
5%	Other duties as required, including developing fiscal estimates for legislation that directly impacts OYCR.

#### 4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

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Employee's Name (Print)

Employee's Signature

Date

##### Supervisor's Statement:

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Supervisor's Name (Print)

Supervisor's Signature

Date

#### 7. HRD USE ONLY

##### Human Resources Division Approval

Duties meet class specification and allocation guidelines.  
 Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

##### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

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