

DUTY STATEMENT

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

OUR VISION

All Californians living in homes they can afford

OUR MISSION

Investing in diverse communities with financing programs that help more Californians have a place to call home

EMPLOYEE INFORMATION

Employee Name		Effective Date	
Classification Associate Governmental Program Analyst		Position Number 693-001-5393-901	
Division/Section/Unit Enterprise Risk Management and Special Initiatives		Location Sacramento, CA	
CBID R01	Work Week Group 2	Tenure Permanent	Time Base Full-Time
Immediate Supervisor		Supervisor Classification Staff Services Manager I	

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct.

2 CCR § 172 – General Qualifications, states in pertinent part:

The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

DIVISION DESCRIPTION

The Enterprise Risk Management Division provides consultation, research, and analysis services for various business areas within the California Housing Finance Agency (CalHFA). These services include strategic planning, risk management, and project management to support the implementation and operations of the business goals.

POSITION DESCRIPTION

Under direction of the Staff Services Manager I, the Associate Governmental Program Analyst serves as an internal consultant and analyst for risk management, strategic planning, and compliance reporting and assessment. Additionally, the incumbent is responsible for independently researching and creating responses to ad hoc report requests.

The duties contained in this job description reflect general details necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties, commensurate with this classification, as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload. The duties and responsibilities also include, but are not limited to the following:

PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
30%	Risk Methodology Framework Independently researches, designs, implements, and maintains a comprehensive risk methodology framework to ensure the identification, assessment, management, and monitoring of risks across the organization. Analyzes risk ratings and criteria to prepare reports and recommendations of findings for management. Facilitates risk assessments, identification, and development of internal controls and risk mitigations. Evaluates risk responses and documented risk mitigation strategies for effectiveness,

Employee Name	
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Associate Governmental Program Analyst	Enterprise Risk Management and Special Initiatives
25%	<p>compliance, and alignment with the strategic objectives. Quantifies the expected value of current and proposed risk response strategies and how they relate to impact, probability, and velocity. Engages executive and senior-level management in selecting and prioritizing risk mitigation initiatives. Researches and identifies all applicable laws, regulations, and policies and analyzes risk ratings and criteria to prepare reports and recommendations of findings for executive or senior-level management and the CalHFA Board of Directors.</p> <p><u>Compliance Reporting</u> Collaborates with leadership in the mandatory statewide, risk-based development and reporting of enterprise-level risks and mitigation efforts to oversight agencies in accordance with the State Leadership Accountability Act (SLAA). Develops and maintains comprehensive business continuity plans (BCP) for the organization, including identifying critical business functions and processes, and assessing the potential impact of various disruption scenarios. Utilizes data to prepare comprehensive board reports for management to support the Agency's strategic decisions-making. Assists leadership with reviewing audit responses for various audits of the agency.</p>
25%	<p><u>Strategic Planning</u> Assists leadership with strategic planning, enterprise performance management, and operational needs. Plans and facilitates sessions to review the current organizational performance and long-term strategic vision, and recommend appropriate long and short-term strategies to achieve Agency goals. Conducts environmental scans and trend analyses, workload and workflow analyses, gap analyses, and assists in the development of key strategies and action items to support Senior Leadership with improving or developing products and services. Provides support to leadership for meetings related to strategic and business planning, including but not limited to researching issues, facilitating discussions, or documenting meeting discussions. Supports and consults with leadership to design and develop the annual strategic plan and business plans. Develops data collection methods to support and enhance strategic performance evaluation. Assists management with setting appropriate performance measures and establishing formats and reporting mechanisms for business reviews.</p>
15%	<p><u>Compliance Assessment</u> Develops, documents, and maintains control mappings to identify and assess control measures across various business processes and ensures mappings accurately reflect current controls and support effective risk management and compliance.</p>
PERCENTAGE OF TIME	MARGINAL FUNCTIONS
5%	Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as required within the scope of the assigned classification.
PERSONAL CONTACTS	
<ul style="list-style-type: none"> Daily contact with departmental managers, supervisors, staff at all levels, representatives from other State departments, and members of the public. 	
SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> N/A 	
WORK ENVIRONMENT	
<ul style="list-style-type: none"> Prolonged sitting Works in a high-rise building Uses a computer keyboard and reads from computer screens several hours a day 	
PHYSICAL ABILITIES	
<ul style="list-style-type: none"> Ability to transport up to 20lbs. 	

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TRAVEL		
<ul style="list-style-type: none">Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.)		
EMPLOYEE ACKNOWLEDGEMENT I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date