

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28615	DGS DIVISION / OFFICE or CLIENT AGENCY California Building Standards Commission	
UNIT NAME Sacramento	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 2525 Natomas Park Dr., Ste 130, Sacramento, CA 95833	
CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst	POSITION NUMBER 306-200-5393-005	CBID R01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP WWG 2
WORK SCHEDULE (DAYS / HOURS) M - F / 8 - 5 pm	TENURE Permanent	
WORKING TITLE Associate Governmental Program Analyst	TIMEBASE Fulltime	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Staff Services Manager I of the California Building Standards Commission (CBSC), the Associate Governmental Program Analyst serves on the CBSC Administrative Team and independently performs complex analytical functions of CBSC's published documents and website ensuring compliance with Federal and State laws; and reviews and analyzes pending legislation that may affect CBSC and the State Building Standards Law.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Serves as the lead Content Author and Internet and Intranet Web Master for CBSC's website in coordination with Enterprise Technology Solutions by independently adding, updating and creating web page content, researching and recommending innovative interactive content, troubleshooting issues with webpages, and ensuring Americans with Disabilities Act (ADA) accessibility, to ensure user-friendly and ADA compliant, publicly-available webpages and documents for internal and external customers, in order to identify improvements to DGS's website strategy, and provide up-to-date and accurate website content, using various software and resources.
20%	Reviews, analyzes, and remediates CBSC's and other state agencies' regulatory actions, notices and rulemaking publications for inclusion on CBSC's website and in the Notice Register by independently evaluating documents for completeness and accuracy, collaborating with personnel at all levels of state agencies to effectuate the publication of state agency proposed actions, in order

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	to create publications that are legally compliant and of strong value to the public, to ensure publication requirements are met, in accordance with the rulemaking provisions of the Administrative Procedure Act (APA) (Gov. Code, sec. 11340, et seq. and the California Code of Regulations (CCR) , Title 1, Section 5) as well as the Americans with Disabilities Act (ADA).
20%	Assists CBSC's Legislative Coordinator, in collaboration with the Office of Legislative Affairs by reviewing and analyzing written bill analyses and change summary documents, determining the impact to the department, and providing guidance and updates to management on the legislative process, in order to make recommendations to management and Legislative Affairs, to ensure programmatic and fiscal impacts of the legislation are accurately identified, and reflect the department's stance and recommendation.
5%	Assists in developing and monitoring Budget Change Concepts and Budget Change Proposals established by ratified legislation by reviewing and analyzing the fiscal data and budget changes, and conducting cost studies to determine if costs are being recouped, in order to propose resolutions to budgetary related problems and implement approved changes, to ensure management of CBSC's financial plan throughout the budget process in accordance with Department of Finance and DGS policies and procedures, and applicable statutes, regulations, and pertinent law.
5%	Trains CBSC staff in ADA and Web Content Accessibility Guidelines (WCAG) requirements for documents and website postings, in order to develop office-wide efficiency and consistency, to ensure equal access to on-line information is accessible and compatible with assistive technology, utilizing CBSC checklist, Microsoft and Adobe software and WCAG current guidelines.
5%	Develops, revises and maintains pertaining sections of CBSC's Policy and Procedure Manual by researching and developing proposals for improvement using departmental guidelines and preparing written documents, in order to identify and resolve issues that impede CBSC's policies, to ensure compliance with laws and regulations, provide direction for decision-making, and streamline internal processes.
5%	Assists with facilitating CBSC's education and outreach efforts by developing presentations using written materials and PowerPoint software in order for CBSC staff to deliver the most up-to-date code provisions to stakeholders and to ensure current building codes are applied.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Responds to inquiries from stakeholders through telephone calls, written correspondence, reports, presentations, and meetings in order to provide excellent customer service on various issues to the Commission, as assigned, to ensure stakeholders are well-informed of CBSC.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.

Fast-pace work environment involving multiple deadlines and changing priorities.

May be required to transport files and code books weighing up to 15 pounds.

May require the ability to work overtime, as needed, to ensure timely delivery of website documents.

This position is eligible for telework up to three (3) days a week, in accordance with the DGS Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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