

Department of Consumer Affairs**Position Duty Statement**

HR-41 (new 07/2015)

Amended

Classification Title	Board/Bureau/Division
Research Data Analyst II	Legal Affairs Division
Working Title	Office/Unit/Section / Geographic Location
Regulations Coordinator	Sacramento
Position Number	Name and Effective Date
610-210-5731-XXX	

General Statement: Under general supervision of the Assistant Deputy Director of the Legal Affairs Division (Division), the Regulations Unit (Unit) Research Data Analyst II, at the full journey level, performs the most independent, responsible, and complex technical research work.

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

60% (E) Regulations Coordinator

- Project manage, monitor process and report status of regulatory development. Maintain tracking system for all DCA boards, bureaus, office, or commission related to regulatory packages, develop suggested timelines, calendar major milestones and work with attorneys and programs to ensure timely regulatory implementation. Track regulatory packages using EXCEL or equivalent, provide regular reports regarding status of regulatory packages. Make and implement monitoring and reporting improvements (30%)
- Works with DCA's boards, bureaus, committees, commission, and programs to ensure that all regulatory proposals are complete and properly prepared and packaged for legal, policy, and fiscal and economic impact review by the DCA Executive Office, California Consumer Protection Agency, Department of Finance, and Office of Administrative Law (20%).
- Independently reviews and analyzes emergency and/or permanent rulemaking packages proposed by a Department of Consumer Affairs (DCA) board, bureau, office, or commission consistent with legislative intent, DCA and Administration goals, and conformity with the Administrative Procedures Act to comply with Business and Professions Code section 313.1 (the Director's mandated review of regulations) (10%).

30% (E) Research/Analysis

- Researches and confirms the accuracy of each board/bureau/program's regulatory posting and compliance. Provides appropriate direction and guidance to each board/bureau/program to successfully file and complete a rulemaking.
- As directed, researches regulatory issues or proposals via the internet to remain current on pertinent issues at the federal and state levels that may impact

programs within the Division. Advises executive and management staff and incorporates the information into analyses and briefings.

- Researches and identifies policy/procedural discrepancies and/or trends/best practices among the DCA's regulatory programs. Recommends legislative or regulatory changes to streamline, align, and update the laws governing the various professions regulated by the DCA.
- Performs special research and writing projects upon request from the Deputy Director, Assistant Deputy Director, Assistant Chief Counsels, and regulatory attorneys.
- Performs and completes research involving policy issues assigned directly from the Executive Office. Uses information gathered to prepare recommendations/reports directly for Executive Staff.

5% (E) Division Resource

- Serves as a resource for the Division, departmental program staff, legislative committees and consultants, industry representatives, lobbyists, and others regarding the interests of consumers relative to legislation and regulations.
- Serves as DCA's contact for public inquires concerning hearing notices for proposed regulations, existing regulations, and obsolete regulations.

5% (E) Training & Special Projects/Misc. (Office support)

- Conducts/assists with training on the regulatory process for DCA executive officers, program chiefs, managers, and analytical staff designated to develop regulations packages. May conduct training for politically appointed board members. On an as needed basis, assists the front office with mail and correspondence, welcoming and directing visitors. Assures supplies, paper and the like are re-stocked and maintained for Division use. Provides telephone coverage for the Division. Screens calls and responds independently to inquiries from the public while exercising appropriate judgment to elevate requests to management, as necessary. Any other duties as assigned by Division Management

B. Supervision Received

The Research Analyst II reports to the Assistant Deputy Director and may also receive assignments from the Deputy Director of the Division and may take general direction from the Attorneys (I, III, IV) within the Unit.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Research Analyst II has continuous contact with staff of the Legal Affairs Division. In addition, the Analyst has frequent contact with staff from the DCA's boards and bureaus, Division of Legislative & Regulatory Review, Executive Office, and Budget

Office as well as staff from legislators' offices, Business, Consumer Services, and Housing Agency, and the Governor's Office.

F. Actions and Consequences

Failure to accurately perform the essential functions of this position could impede the Division's ability to meet the needs of the Executive Office and to comply with requests/deadlines from Business, Consumer Services, and Housing Agency, and the Governor's Office.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The ability to use a personal computer and telephone is essential.

H. Other Information

This position may require overtime, often with little advanced notice. Occasionally, the Research Analyst II may be called back to work after normal working hours to assist with special requests from Business, Consumer Services, and Housing Agency, and the Governor's Office.

Many of the issues that the Research Analyst will be researching are confidential and/or highly sensitive. Therefore, this position requires confidentiality and discretion.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe 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 the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name, Classification