

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: August 2025
Classification: Associate Governmental Program Analyst	Position #: 673-810-5393-XXX
Division/Office: Administrative Services Division	CBID: R01
Section: Workforce Development and Performance Management Section – Performance Management Unit	
Supervisor Name: Mychaela Zachary	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of position in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), and in compliance with civil service laws, rules and policies, the Performance Management Unit (PMU) is responsible for performance management and progressive discipline functions for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA).

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager I, the Associate Governmental Program Analyst, with a high degree of initiative and independence, performs the more complex analytical staff work as it relates to the Performance Management functions of the department. May act as a lead person for other staff.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Review expectations memoranda, counseling memoranda, salary adjustment denials, range change denials, draft punitive and non-punitive notices (e.g., Notice of Adverse Action, Notice of Rejection During Probationary Period, AWOL Separation, etc.), terminations with fault and other related documents prepared by CARB/CalEPA managers and supervisors. Consult with program supervisors and managers, and assist with revision of these documents, as necessary, to conform with civil service laws, rules and regulations, departmental policy and guidelines, and bargaining unit contract provisions. Serve as a liaison between PMU, CARB/CalEPA managers and supervisors, and CARB/CalEPA legal in finalizing and obtaining approval of proposed actions prior to service. Select and secure Skelly Officers and Coleman Officers. Coordinate the service of notices, as needed.
30% - E	Provide guidance, consultation, and recommendations to CARB/CalEPA managers and supervisors concerning employee performance and conduct issues, the civil service progressive discipline process (preventative,

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	corrective and formal adverse action phases), expectations and counseling memoranda, adverse actions, non-punitive actions, rejections during probationary period, automatic resignations, denials of salary adjustment or range change, terminations with fault, and other related matters. Consult with managers and supervisors regarding efforts to prevent, identify and correct performance and/or conduct issues before punitive action becomes necessary. Consult and coordinate with CARB/CalEPA Legal Counsel, Equal Employment Opportunity Office, Labor Relations, and/or other departmental staff as warranted.
10% - E	Develop and maintain up-to-date performance management tools, reference materials, and resources for use by PMU staff and CARB/CalEPA managers and supervisors (e.g., templates, checklists, forms, Skelly/Coleman Officer rosters, and other related tools, materials and resources). Develop and deliver training to CARB/CalEPA managers and supervisors regarding a myriad of performance management subjects.
10% - E	Participate in various task force teams and operational studies to improve efficiencies related to the department's performance management processes and procedures. Research, create/revise and present options to management in the development and revision of departmental policies and procedures related to performance management. Perform special projects as needed.
5% - E	Prepare various personnel materials and/or reporting documents for review and approval by control agencies and/or CARB/CalEPA management. At the direction of the Staff Services Manager I, consult and meet with control agencies on the interpretation and application of laws, rules and regulations, policies and/or directives that are ambiguous or require clarification. Represent the department at meetings, hearings and training classes as directed.
5% - M	Other job related duties as assigned and necessary for operational continuity.

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Employee Name: Vacant	Current Date: August 2025
Classification: Staff Services Analyst	Position #: 673-810-5157-XXX
Division/Office: Administrative Services Division	CBID: R01
Section: Workforce Development and Performance Management Section – Performance Management Unit	
Supervisor Name: Mychaela Zachary	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under the Conflict of Interest Code
- ☐ Duties performed may require pre-employment physicals.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast-moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
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Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), and in compliance with civil service laws, rules, and policies, the Performance Management Unit (PMU) is responsible for performance management and progressive discipline functions for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA).

CONCEPT OF POSITION: Under the supervision of the Staff Services Manager I, the Staff Services Analyst, performs work of average difficulty in a wide variety of consultative and analytical staff work as it relates to the Performance Management functions of the department.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Review expectations memoranda, counseling memoranda, salary adjustment denials, range change denials, draft punitive and non-punitive notices (e.g., Notice of Adverse Action, Notice of Rejection During Probationary Period, AWOL Separation, etc.), terminations with fault and other related documents prepared by CARB/CalEPA managers and supervisors. Consult with program supervisors and managers and assist with revising these documents, as necessary, to conform with civil service laws, rules and regulations, departmental policy and guidelines, and bargaining unit contract provisions. Serve as a liaison between PMU, CARB/CalEPA managers and supervisors, and CARB/CalEPA legal in finalizing and obtaining approval of proposed actions prior to service. Select and secure Skelly Officers and Coleman Officers. Assist in the coordination of the service of notices, as needed.
30% - E	Assist with providing guidance, consultation, and recommendations to CARB/CalEPA managers and supervisors concerning employee performance and conduct issues, the civil service progressive discipline process (preventative, corrective, and formal adverse action phases),

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	expectations and counseling memoranda, adverse actions, non-punitive actions, rejections during the probationary period, automatic resignations, denials of salary adjustment or range change, terminations with fault, and other related matters. Consult with managers and supervisors regarding efforts to prevent, identify, and correct performance and/or conduct issues before punitive action becomes necessary. Assist in the consultation and coordination with CARB/CalEPA Legal Counsel, Equal Employment Opportunity Office, Labor Relations, and/or other departmental staff as warranted.
10% - E	Assist with the developing and maintaining up-to-date performance management tools, reference materials, and resources for use by PMU staff and CARB/CalEPA managers and supervisors (e.g., templates, checklists, forms, Skelly/Coleman Officer rosters, and other related tools, materials, and resources). Assist in the development and delivery of training to CARB/CalEPA managers and supervisors regarding a myriad of performance management subjects.
10% - E	Participate in various task force teams and operational studies to improve efficiencies related to the department's performance management processes and procedures. Assist in developing and revising departmental policies and procedures related to performance management. Assist with performing special projects as needed.
5% - E	Assist with preparing various personnel materials and/or reporting documents for review and approval by control agencies and/or CARB/CalEPA management. Under the supervision of the Staff Services Manager I, consult and meet with control agencies on the interpretation and application of laws, rules and regulations, policies and/or directives that are ambiguous or require clarification.
5% - M	Other job-related duties as assigned and necessary for operational continuity.