

CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Executive/CALPIA		2. Unit/Industry/Enterprise: Executive Office	
3. Classification Title: Associate Governmental Program Analyst		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-020-5393-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under general direction of the Chief of Staff, Executive Division (SSMIII) the Legislative Analyst will be responsible for analyzing proposed legislation and its potential impact on CALPIA, including drafting, reviewing, and editing legislative bill analyses in coordination with CDCR. Also, coordinates with legislative liaisons in each of CALPIA's program divisions to help identify and determine potential legislative impacts on their respective divisions.			
8. Work Schedule: Mon-Fri, 08:00 - 17:00 hours			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Conduct comprehensive research and in-depth analysis of pending legislation at the federal, state, and local levels to evaluate the potential impact on CALPIA. This includes reviewing the text and intent of proposed bills, assessing legislative trends, and identifying key provisions that may affect CALPIA operations, policies, or financial considerations. The Legislative Analyst will gather and interpret data from a variety of sources, including legislative records, government reports, and public policy studies, to provide a well-rounded perspective. The Analyst will also track the progress of relevant bills and monitor committee hearings. Based on this research, the Analyst will provide actionable insights and recommendations to Executive management to inform strategic decision-making and ensure CALPIA is well-prepared for any legislative changes.</p>	
35%		<p>Prepare written legislative bill analysis documents reflecting CALPIA's position on proposed legislation and articulating the potential impact on CALPIA's operations. Coordinate with CDCR's legislative division to incorporate CALPIA's position and impact for inclusion in CDCR's analysis for the Governor's Office. Draft, review, and edit a wide range of written materials, including detailed reports, correspondence, and position papers, to clearly communicate CALPIA's stance on various legislative and policy matters. This involves synthesizing complex research findings into concise, well-organized documents that are accessible to both internal stakeholders and external audiences, including the Prison Industry Board. The Legislative Analyst will be responsible for ensuring the accuracy, clarity, and professionalism of all written communications. This includes reviewing and editing drafts for content quality, consistency, grammar, and adherence to organizational standards. The Analyst will collaborate with various departments to gather input and ensure that reports and correspondence reflect the CALPIA's priorities and strategic goals. Additionally, the Analyst will tailor the tone, style, and format of documents to suit specific audiences, whether for internal briefings, official letters, policy recommendations, or public outreach.</p>	
25%		<p>Coordinate with CALPIA divisional legislative liaisons to assess the potential impact of legislative bill proposals on their respective divisions. Prepare and deliver clear, informative legislative presentations to departmental staff, highlighting key legislative developments, potential impacts, and recommended actions. These presentations will serve to keep staff informed and aligned on legislative matters relevant to the CALPIA's operations and strategic objectives.</p>	
		(Continued on Page Two)	

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<div>9. Percentage (%) of time performing duties:</div> <div>5%</div>	<div>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</div> <div>MARGINAL FUNCTIONS</div> <div>Performs other duties as assigned. Completes mandated and job required trainings.</div> <div>ADDITIONAL EXPECTATIONS</div>
<div>11. SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</div>	
<div>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</div>	
<div>PRINT EMPLOYEE NAME:</div> <div>Vacant</div>	<div>EMPLOYEE SIGNATURE:</div> <div></div>
<div>PRINT MANAGER/SUPERVISOR NAME:</div> <div>Zoe Burton</div>	<div>MANAGER/SUPERVISOR SIGNATURE:</div> <div></div>
<div>HR APPROVAL:</div> <div>CW 9.17.25</div>	<div>DATE:</div> <div></div>