

DUTY STATEMENTDuty Statement for
General Classifications

State Compensation Insurance Fund

Employee's Name (First, Last)	
Program <u>Corporate HR</u>	Work Unit <u>Center of Culture</u>
Position's Authorized Classification (and Range) <u>Associate Government Program Analyst</u>	Report To <u>Staff Services Manager I</u>
Position Title <u>HR Professional</u>	Position Serial Number <u>###.###</u>
Incumbent Appointment Classification (and Range)	CBID <u>Select from list:</u>
	FLSA Status ☒ Covered, Work Week Group 2 ☐ Not Covered, Exempt WWG ☐ E or ☐ SE

PURPOSE/SCOPE:

Briefly describe or summarize the position's major functions. Why the position exists? Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive**, and complex** (*level of work*) analytical and consultative work necessary to effectively administer the program's _____ function (*reason for the position*).

** "Sensitive" and "Complex" should be defined

Under the direction of the Staff Services Manager I, the incumbent will work independently to lead or co-lead projects and initiatives, provide analysis, coordination/partnership, facilitation, and operational support for the Center of Culture (CoC) to support State Fund's commitment to increase employee engagement and connection. Complex and detailed analytical work will be required to design and implement engagement and connection events along with evaluating data driven strategies to support engagement and connection objectives.

Supervisor's Statement: ~~I have discussed the duties of the position with the employee~~

Supervisor's Statement: I have discussed the duties of the position with the employee		
Supervisor's Name (Print)	Supervisor's Signature	Date
Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy		
Employee's Name (Print)	Employee's Signature	Date

Duty Statement Origination or Revision Date October 22, 2025

KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

45%

- 1) Design and implement innovative event strategies for the Center of Culture. This includes leading or co-leading initiatives around enterprise engagement, connection events, employee recognition and employee appreciation. A key responsibility for this role is to develop annual programming frameworks, new connection ideas and connection opportunities that strengthen employee culture across the organization. This role involves collaborating with cross functional teams to align engagement initiatives with organizational goals, creating project plans, communication strategies and measurement tools to evaluate outcomes and ensure efforts are meaningful and effective. Emphasis will be placed on strategic planning, forward-looking programming and aligning analytical efforts with enterprise culture.

(This is an essential function of the job)

45%

- 2) Plan, coordinate and execute multiple large and small scale in person events throughout the year, ensuring seamless delivery from concept to completion. Responsibilities include vendor, venue and locale research and selection, managing vendor relationships and contract processing. The incumbent will support tactical tasks such as drafting event communications, designing experiences and developing content for presentations. Other duties include the use of tools such as Excel, survey platforms and reporting dashboards to monitor performance, gather feedback and provide post-event evaluations. This role will also work with local event committees and volunteer teams to ensure programs reflect employees need and have support. Collaboration with internal departments and external stakeholders is essential in delivering events and initiatives that are well coordinated and impactful. The ability to balance day-to-day operational details while being able to multi-task is crucial for this role.

(This is an essential function of the job)

10%

- 3) Serve as back-up, where appropriate, to the Event Manager in CoC

##%

4)

##%

5)

100%

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

KNOWLEDGE AREAS:

- Working knowledge of event management principals, practices and logistics coordination
- Working knowledge of enterprise engagement and connection strategies and trends.

- Working knowledge of vendor management and budget monitoring.
- Project management: understand and apply project management methods to define, plan, cost, resource, track and measure human capital programs.
- Influencing: exercise influence across the company and management levels; share ideas effectively up, down, and across the organization.
- Working knowledge of project management principles
- Working knowledge of State Fund standard software applications
- Working knowledge of business continuity processes policies and procedures

SKILLS/ABILITIES:

- Ability to plan, manage and execute multiple events and projects simultaneously while meeting project deadlines.
- Ability to lead, coordinate, facilitate, and make presentations.
- Ability to achieve results according to Enterprise and Regional/Segment goals and objectives.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of “stakeholders”.
- Skill and Ability to research, analyze, evaluate information according to applicable laws, regulations, advisories, policies, procedures and guidelines to make and support decisions to resolve or elevate issues.
- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to provide exceptional customer service.
- Skill/Ability to formulate policies, procedures, and workflow processes.
- Skill/Ability to effectively work with and relate with other people by building strong professional relationships.
- Skill/Ability to write professional and accurate reports and other communications suitable for distribution to internal and external customers.

WORK ENVIRONMENT:

Physical Requirements

Walk/Stand for up to 2 hours at a time.

Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas.

Incumbent works in the usual office environment. Telework may also be available.

Occasional lifting, bending, crawling, climbing, reaching, pushing, and pulling equipment.

Travel

Travel conditions may include urban and/or rural areas and could involve walking over uneven surfaces or climbing stairs.

Travel may occasionally be for extended periods.

Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Travel to various work sites and locations for training and/or meetings.

Travel may occasionally be from overnight to five days in duration.

Emergency call backs

Not applicable.

Work Hours

Work hours may vary.