

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES/
CONTRACTS & PURCHASING UNIT**

NAME: Vacant

JOB TITLE: Associate Government Program Analyst

POSITION NUMBER: 420-025-5393-901

UNIT: Contracts and Purchasing

UNIT SUPERVISOR: Staff Services Manager I

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) independently performs the more complex administrative analytical duties related to the Financial Information System for California (Fi\$Cal) training within the Contracts and Purchasing Unit (CPU). Duties require strong organizational skills, analytical ability, effective writing and communication skills, knowledge of state procedures for purchasing non-IT goods and services, knowledge of training methods and Microsoft Suite. The AGPA works under strict time constraints.

SUPERVISION RECEIVED: Directly supervised by the SSMI of the Fi\$Cal Section in CPU, Office of Fiscal Services (OFS), Division of Operations (OPS). Analysts are required to follow the chain of command when elevating issues directly impacting the department.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Analyst may be required to remain sedentary to operate a computer while performing research and other duties up to eight hours per day. Able to occasionally move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open spaced office/cubicle in a smoke free environment of a high-rise building. Hybrid telework options available. Telework schedules are based on the department needs, current conditions, and will be re-evaluated as conditions change.

ESSENTIAL FUNCTIONS:

- 45%** Act as a lead in conducting unit-wide training activities, including the preparation and maintenance of instructional materials and course content. Drafts and updates complex documents for CPU. Serves as the lead facilitator in the development of training classes, workshops, labs, webinars, and other learning platforms by preparing materials and assisting with logistics. Ensures training courses are compliant with all laws, policies, and regulations related to state non-IT procurement and the Fi\$Cal system. Monitors the overall effectiveness of instruction using pre-established evaluation tools. Maintains training records and ensures training aligns with unit specific training goals and requirements. Monitors the training email inbox and responds to routine training requests and inquiries.

- 35%** Independently works to streamline and automate workflows using systems such as SharePoint and other relevant software applications. Develops and manages complex processes to help improve efficiency, support document management, and aid in meeting compliance standards. Collaborates with cross-functional teams across the unit to help identify opportunities for process improvement and support the implementation of training. Gathers, organizes, and conducts analysis of data to support process improvement efforts. Conducts Research and compiles workload data related to training.
- 15%** Maintains and organizes the Fi\$Cal Sections SharePoint site. Creates and updates repositories and libraries for storing current and historical data, policies and procedures, desk manuals, and other administrative documents, following established naming conventions to support ease of retrieval. Provides general support related to Fi\$Cal training for CPU staff.

MARGINAL FUNCTIONS:

- 5%** Provides back-up assistance to other CPU staff (including but not limited to purchasing and contracting sections), as needed.

I have read and understand the essential functions and typical physical demands required of this job, (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES
CONTRACTS & PURCHASING UNIT**

NAME: Vacant

JOB TITLE: Staff Services Analyst

POSITION NUMBER: 420-025-5157-XXX

UNIT: Contracts and Purchasing

UNIT SUPERVISOR: Staff Services Manager I

STATEMENT OF DUTIES: Under the direction of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs routine administrative analytical duties related to the Financial Information System for California (Fi\$Cal) training within the Contracts and Purchasing Unit (CPU). Duties require strong organizational skills, analytical ability, effective writing and communication skills, knowledge of state procedures for purchasing non-IT goods and services, knowledge of training methods and Microsoft Suite. The SSA works under strict time constraints.

SUPERVISION RECEIVED: Directly supervised by the SSMI of the Fi\$Cal Section in CPU, Office of Fiscal Services (OFS), Division of Operations (OPS). Analysts are required to follow the chain of command when elevating issues directly impacting the department.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Analyst may be required to remain sedentary to operate a computer while performing research and other duties up to eight hours per day. Able to occasionally move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open spaced office/cubicle in a smoke free environment of a high-rise building. Hybrid telework options available. Telework schedules are based on the department needs, current conditions, and will be re-evaluated as conditions change.

ESSENTIAL FUNCTIONS:

45% Under supervision, assists in conducting unit-wide training activities, including the preparation and maintenance of instructional materials and course content. Helps develop and update non-complex documents for CPU. Supports the facilitation of training classes, workshops, labs, webinars, and other learning platforms by preparing materials and assisting with logistics. Reviews training courses for basic compliance with laws, policies, and regulations related to state non-IT procurement and the Fi\$Cal system. Assist in monitoring the overall effectiveness of instruction using pre-established evaluation tools. Maintains training records and ensures training aligns with unit specific training goals and requirements. Monitors the training email inbox and responds to routine training requests and inquiries.

- 35%** Under supervision, works to streamline and automate workflows using systems such as SharePoint and other relevant software applications. Contributes to the design and maintenance of less complex processes to help improve efficiency, support document management, and aid in meeting compliance standards. Collaborates with cross-functional teams across the unit to help identify opportunities for process improvement and support the implementation of training. Gathers, organizes, and conducts preliminary analysis of data to support process improvement efforts. Assists in Researching and compiling workload data related training.
- 15%** Assists with the maintenance and organization of the Fi\$Cal Sections SharePoint site. Assists in creating and updating repositories and libraries for storing current and historical data, policies and procedures, desk manuals, and other administrative documents, following established naming conventions to support ease of retrieval. Provides general support related to Fi\$Cal training for CPU staff.

MARGINAL FUNCTIONS:

- 5%** Provides back-up assistance to other CPU staff (including but not limited to purchasing and contracting sections), as needed.

I have read and understand the essential functions and typical physical demands required of this Job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date