



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission	Analyst II	539-101-5393-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Delta Protection Commission	Administrative Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Finance and Administration	West Sacramento, CA	
STATE HOUSING	IMMEDIATE SUPERVISOR	
Housing not available	Supervisor I	

### SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

### POSITION DESCRIPTION

Under the direction of the Supervisor I at the Delta Protection Commission (DPC) within the Finance and Administration unit, the Administrative Analyst performs a full range of journey level, complex analytical financial and administrative duties. The Administrative Analyst also serves as the Commission Clerk for all Commission and Committee meetings ensuring that all meeting logistics are completed according to the Bagley-Keene Act and meeting documents comply with accessibility laws.

**ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.**

### ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
45%	<b>Board Clerk – Commission and Committee Meeting Planning, Material Development and Review, and Logistics</b> Researches, prepares, posts, and disseminates Commission and Committee agendas and staff reports by consulting with program staff to identify and determine the appropriate type of staff report and required documents. Acts as lead for remediation of documents to ensure compliance with accessibility laws. Independently manages all public meeting logistics for the Commission and Committees. Advises and recommends public meeting best practices to staff and management. Proactively ensures a quorum, records legal meeting minutes and records votes as required by public meeting laws, rules and regulations, and public code. Maintains FPPC filings and other required paperwork, provides regular updates to management, maintains the official records of the Commission and Committee meetings per public meeting laws, rules and requirements, public code and the approved records retention policy. Leads the annual update of Commission binders by consulting with program staff to determine needs, identifying and determining the appropriate type of required documents, initiating and processing supporting documentation, and reviewing, developing and amending documents. Ensures the DPC is abiding by Bagley-Keene public meeting law requirements. Utilizes SharePoint, MS Office Suite applications, and other related software or tools.
25%	<b>Contracting Services</b> Prepares the most complex contract requests for commodities and services by consulting with program staff to determine their needs. This includes identifying and determining the appropriate type of contract, preparing justifications, memorandums, required documents, initiating and processing supporting documentation, and developing, amending and renewing contracts and scopes of work in order to submit complete contract requisition package documents to the Office

	<p>of Business and Acquisition Services, to ensure all contracts are executed accurately and timely, in accordance with state purchasing policies, procedures, and guidelines.</p> <p>Serves as a liaison between the DPC and Office of Business and Acquisition Services to monitor and track the statuses of all submitted contract requests by updating contract request status information changes on all assigned contract request packages and providing regular updates to management and staff.</p> <p>Assesses and requests amendments, renewals, or new contracts as needed by gathering and analyzing data, timelines, funding and program needs in order to renew and amend contracts in a timely manner, to ensure timelines are met, there are no breaks in service, and compliance with all contracting laws, rules and regulations, Public Contract Code and State Contracting Manual.</p> <p>Disputes or approves invoices for payment and performs contract close-out activities by liquidating unused funds and closing out contracts in FI\$Cal in order to confirm all services have been provided in accordance with the contract and all invoices have been processed, to ensure contracts are implemented correctly to avoid penalties.</p> <p>Utilizes FI\$Cal, ServiceNow, SharePoint, MS Office Suite applications, and other related software or tools.</p>
15%	<p><b>Fiscal Services</b></p> <p>Prepares and processes accounts payable and receivable documents by assembling and submitting complete invoice packages to Contracted Fiscal Services, ensuring accuracy, timeliness, and compliance with state accounting and purchasing policies. Utilizes FI\$Cal, SharePoint, Microsoft Office Suite, and related tools to process payments, receipts, disputes, and invoice approvals.</p> <p>Assists with preparing fiscal summaries and compiling information for monthly and annual budget updates. Develops spreadsheets and basic analytical tools to support upper-management review. Monitors and tracks the status of all submitted invoices through an invoice log and provides regular updates to management and staff to ensure payments are processed within required timeframes and in accordance with applicable laws, regulations, and the State Contracting Manual.</p>
10%	<p><b>General Administrative Coordination</b></p> <p>Provides general administrative and analytical support to the Staff Services Manager, including coordination of training, HR-related processes, and timesheet documentation. Assists with communication and information exchange between DPC and DPR-HR and participates in meetings or trainings as assigned.</p> <p>Supports onboarding activities by assisting with preparing materials and helps with periodic updates or collection of required documents.</p> <p>Provides support for training activities by helping track staff compliance with mandatory trainings, maintaining basic training records, and assisting staff with registration or related documentation as needed.</p> <p>Serves as the EAP and Wellness Coordinator, promotes the Healthier U framework. Maintains HR related information on DPC's SharePoint sites in accordance with the handbook, policies, procedures, and guidelines utilizing MS Office Suite applications and other software or tools.</p> <p>Serves as Attendance Clerk and communicates DPR-HR updates to DPC employees and oversees labor table updates with DGS-CFS to ensure proper billing occurs in FI\$Cal.</p> <p>Serves as Travel Coordinator, Cal-Recycling Coordinator, Records Retention Coordinator, Our Promise Campaign Coordinator and Facilities Coordinator in accordance with monthly and annual State reporting requirements, policies, procedures, and guidelines utilizing FI\$Cal, SharePoint, MS Office Suite applications and other software or tools. Manages IT and Office Inventory.</p> <p>Leads Surplus and electronic waste processes in accordance with the Department of General Services Facilities policies, procedures and guidelines utilizing SharePoint and MS Office Suite applications and other software or tools. Greets and provides customer service to other state agencies and general public.</p>

#### **MARGINAL FUNCTIONS:**

<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Participates in special projects and assignments related to administrative program areas, including document remediation and performs other duties as required in alignment with the class specs.	
<b>TYPICAL WORKING CONDITIONS</b>		
<ul style="list-style-type: none"> <li>- Frequent use of telephones and mobile equipment, computers, copiers and voice amplification equipment.</li> <li>- Required to transport or supervise transport of audio equipment and meeting supplies weighing up to 25 lbs. using a handcart.</li> <li>- Occasional bending and reaching.</li> <li>- Remain stationary at reception desk which is in public view at all times.</li> <li>- Travel by car to remote locations and work outside of regular business hours several times per year is required.</li> </ul>		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Class C Driver's license. This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>