DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Analyst II	**POSITION NUMBER** 538-402-5393-011
WORKING TITLE Legislative Analyst	**DIVISION/UNIT** Office of Legislative and Regulatory Affairs
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** 2, 3, 4, 5, 6, 7

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:
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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:
Under the general direction of the Supervisor II (Manager of Legislative Affairs) of the Office of Legislative and Regulatory Affairs, the Analyst II independently provides policy research and advice for the Department. This position maintains a general working knowledge of Departmental roles and responsibilities and the State's legislative process; prepares bill analyses, enrolled bill reports, legislative proposals and other documents; and assists in responses to public and legislative inquiries. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Conducts research and prepares bill analyses, fact sheets, enrolled bill reports, bill amendments and position papers on proposed legislation or policies that impact the Department in coordination with Division and other staff; produces fiscal impacts of bills, including the cost and numbers of positions needed to implement new legislatively mandated requirements; provides summaries on programs or policy issues for which the Department has administrative and statutory responsibility; and develops legislative proposals with Division staff.
35%	Reviews, tracks, produces reports, and provides direction and advice on bills advancing in the Legislature that may impact or be of interest to the Department for the Legislative team, Assistant Director, Division and program staff, the Executive team and the Director's Office; presents any known perspectives of the Legislature or legislative staff regarding policy at internal policy and planning

	meetings; helps coordinate responses to the Legislature on controversial and sensitive issues affecting Department programs or administration; serves as a resource to constituents and legislative staff seeking to understand the Department's programs and authority; represents the interests of the Department to legislative staff, stakeholders, other Department staff, and sibling agencies. Attends Department and Division meetings and monitors legislative hearings.
15%	Assists in the preparation, coordination, review, tracking and submission of legislatively mandated reports, year-end legislative reports and other reports and website updates.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including but not limited to; adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.
5%	Coordinate the California Environmental Quality Act (CEQA) projects received by the Department with Division staff and management to deliver comments to lead agencies and ensure Department-administered programs and policies are considered during project approval processes.

SUPERVISION RECEIVED:

The Analyst II reports directly to and receives the majority of assignments from the Manager of Legislative Affairs; however, direction and assignments may also come from the Assistant Director of OLRA.

SUPERVISION EXERCISED:

None. However, the Analyst II may act as lead on various projects.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The Analyst II will routinely interact with other Department staff. The Analyst II will have interactions, regarding potentially highly sensitive issues, with the Director's Office, Legal Office, and each of the program areas of the Department. The Analyst II will likely interact with other state agencies, depending on the issues.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success of the Department's policy role and the public image and integrity of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.
- Negative impacts on the Department's relationship with the Legislature and local governments.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, department needs, and job performance. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building. • Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time. • Use multi-line telephone console or a cordless telephone. • Move/walk about the office and stand or sit during in person meetings. • Bend (neck and waist), squat, kneel, and twist (neck and waist); reach extends above, at, and below the shoulder level. • Perform repetitive hand motions such as simple grasping, fine manipulation, pushing and pulling with right and left hands. • Lift, carry, and transport up to 20 pounds.
OCCASIONALLY	• In-state travel via private or public transportation (i.e., driving an automobile, flying in an airplane, etc.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Analyst I	**POSITION NUMBER** 538-402-5157-XXX
WORKING TITLE Legislative Analyst	**DIVISION/UNIT** Office of Legislative and Regulatory Affairs
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** 2, 3, 4, 5, 6, 7

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general direction of the Supervisor II (Manager of Legislative Affairs) of the Office of Legislative and Regulatory Affairs, the Analyst I assists in providing policy research and advice for the Department. This position maintains a general working knowledge of Departmental roles and responsibilities and the State's legislative process; prepares bill analyses, enrolled bill reports, legislative proposals and other documents; and assists in responses to public and legislative inquiries. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40%	Reviews, tracks, produces reports, and provides direction and advice on bills advancing in the Legislature that may impact or be of interest to the Department for the Legislative team, Assistant Director, Division and program staff, the Executive team and the Director's Office; serves as a resource to; coordinates and tracks communications with constituents and legislative staff seeking to understand the Department's programs and authority to the Legislative team and Departmental staff; attends Department and Division meetings and monitors legislative hearings.
35%	Conducts research and prepares bill analyses, fact sheets, enrolled bill reports, bill amendments and position papers on proposed legislation or policies that impact the Department; and provides

	summaries on programs or policy issues for which the Department has administrative and statutory responsibility.
15%	Assists in the preparation, coordination, review, tracking and submission of legislatively mandated reports, year-end legislative reports and other reports and website updates.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including but not limited to; adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.
5%	Coordinate the California Environmental Quality Act (CEQA) projects received by the Department with Division staff and management to deliver comments to lead agencies and ensure Department-administered programs and policies are considered during project approval processes.

SUPERVISION RECEIVED:

The Analyst I reports directly to and receives the majority of assignments from the Manager of Legislative Affairs; however, direction and assignments may also come from the Assistant Director of OLRA.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The Analyst I will routinely interact with other Department staff. The Analyst I will have interactions, regarding potentially highly sensitive issues, with the Director's Office, Legal Office, and each of the program areas of the Department. The Analyst I will likely interact with other state agencies, depending on the issues.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success of the Department's policy role and the public image and integrity of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.
- Negative impacts on the Department's relationship with the Legislature and local governments.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building. • Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time. • Use multi-line telephone console or a cordless telephone. • Move/walk about the office and stand or sit during in person meetings. • Bend (neck and waist), squat, kneel, and twist (neck and waist); reach extends above, at, and below the shoulder level. • Perform repetitive hand motions such as simple grasping, fine manipulation, pushing and pulling with right and left hands. • Lift, carry, and transport up to 20 pounds.
OCCASIONALLY	• In-state travel via private or public transportation (i.e., driving an automobile, flying in an airplane, etc.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**