

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: HRC0001133	Classification/CBID: Analyst II/R01	Position Number: 810-340-5393-002
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Safer Consumer Products Program	Branch/Section/Unit: Regulations and Policy Branch/Operations Support Unit	Reporting Location: HQ
Supervisor's Name: Baoku Her	Supervisor's Classification: Staff Services Manager I	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the direction of the Staff Services Manager I, and in a lead role for other Associate Governmental Program Analysts (AGPA) in the Operation Unit, the AGPA independently performs the most responsible, varied and complex technical and analytical staff services assignments relating to the Safer Consumer Products Program (SCP), Operations Unit. Using all available resources, the AGPA provides consultative services, analytical expertise, and operational support to management and staff in areas, including, but not limited to: Personnel, Procurement, Facilities, and Record Retention; and Outreach Activities and Event Oversight. The AGPA also promotes branch capability and succession planning by providing cross-training of their essential functions to other AGPA staff in the Operations Unit.

Essential Functions (Including percentage of time):

<p>30%</p>	<p>Personnel Liaison/Consultant As a project lead, incumbent will serve as Personnel Liaison between the Human Resources Branch (HR) and the Safer Consumer Products (SCP) Program. Coordinates with HR to ensure timely processing and proper documentation of all SCP personnel-related activities including, but not limited to: recruitment, separations, open enrollment, employee 25-year Awards, and individual development plans. In order to prepare and/or reviews justifications, duty statements, and hiring freeze exemption requirements, incumbent will track vacancy and recruitment status, analyzes and reconciles SCP organizational structure, and advises SCP Program staff and management on position allocation standards utilizing SCP Program tracking tools. As the project lead, incumbent communicates SCP’s personnel priorities with HR and coordinates and resolves recruitment issues. As the project lead, incumbent will provide personnel management consultation for the SCP Program, in order to review request for personnel actions to determine appropriate documentation and classification. Project lead will advise management on suitable methods for filling positions regarding classification, hiring restrictions and equal opportunity employment requirements, to ensure that recommendations are made to resolve a variety of personnel management problems including issues with the recruitment process, allocation guidelines, and location of positions. Addresses potential California Department of Human Resources (CalHR) and Department of Finance (DOF) concerns and possible fiscal implications for the Branch. The project lead will act as the personnel liaison and serves as the primary and first point of contact for employees for any and all HR related inquires. This includes activities and matters regarding appointments, transfers, miscellaneous changes, separations, retirement, payroll, benefits, attendance, Daily Log, leave balances, and the various leave and benefit programs such as Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA), State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), Catastrophic Leave, Pregnancy Disability Leave, and other related personnel questions. Ensures documents are processed timely while maintaining confidentiality. Responsible for researching and resolving issues and/or concerns, providing information and guidance to staff, assisting employees with questions, and working closely with Transactions Staff to resolve the more complex and sensitive issues. Assists with the coordination and submission of new employee packages, benefit forms, and other related forms/documents, and provide guidance and answer questions that may arise. Serves as backup or assists Regional Administration Office with the onboarding process.</p>
<p>30%</p>	<p>Procurement, Facilities, and Record Retention As the project lead, incumbent will make recommendations to Branch Management on special procurement activities related to library purchases, service orders, and confidential ergonomic/reasonable accommodation purchases, furniture, or equipment. Incumbent will utilize the State Administrative Manual (SAM), to review, analyze, and apply state procurement policies and guidelines to ensure appropriate procurement processes are followed, in order to review purchase requests and verifies funding sources and billing codes. To ensure the creation and monitoring of the system to ensure maintenance of accurate records pertaining to acquisition, installation, and inventory of equipment, furniture, and special procurement requests. The project lead will perform data entry into FISCAL systems to create requisitions; tracks procurement progress, and approves/processes final invoices, in order to analyze and research options and limitations to ensure that SCP space requirements and coordination of all activities associated with facilities including interfacing with Business Services for phone line relocations, modular reconfigurations, staff change notice forms (SCNF) and other facility needs. Project lead will analyze, evaluate and establish an appropriate retention schedule, utilizing Federal, State, and Departmental guidelines for record retention.</p>
<p>25%</p>	<p>Outreach Activities and Event Oversight As the project lead, incumbent will coordinate and facilitate SCP program events and outreach efforts, including, but not limited to: the quarterly Green Ribbon Science Panel (GRSP) meeting, workshops, webinars, stakeholder meetings, and symposia, in order to assists program with reaching appropriate stakeholders and leveraging resources to achieve set outreach goals utilizing SCP Program tracking tools. Reviews and supports Memorandums of Understanding with other states and agencies in the implementation of Green Chemistry objectives. Project lead will research and facilitate all travel arrangements for the Non-DTSC GRSP committee members in order to secure lodging, flight, and travel expense claim processing to ensure that travel and accommodates needs are met. Project lead</p>

	will provide day-of event oversight, to ensure the event is appropriately and adequately executed.
5%	<p>Program Tracking and Analysis As a project lead, incumbent will develop and maintain Excel tracking systems which include, but are not limited to: Service Order contracts, out-of-state travel, floor plans/space needs temp help, and student allocations for the SCP Program, in order to meet program strategic goals. Project lead will maintain, coordinate and update spreadsheets with supporting documentation and accurate information utilizing internal tracking tools, in order to provide required reports and correspondence with other DTSC offices and programs, to ensure the development and tracking of KPIs (Key Performance Indicators).</p>
5%	<p>Administrative Duties 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.</p>
5%	<p>Other Duties Project lead will perform other related duties, including, but not limited to: Completes special projects, participates on task forces, cross-trains other AGPAs in the Operations Unit, and conducts analytical studies and other duties associated with the effective and efficient operation of SCP.</p>
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may transport office equipment or boxes with the use of a hand truck or pushcart. The incumbent may be required to lift up to 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
The incumbent works up to 40 hours per week, Monday through Friday, in an office setting with artificial and natural light and temperature control and attends meetings in similar settings. A telework schedule is available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Occasional travel may be required in single day increments to downtown Sacramento or to vendor locations. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State.	
Special Requirements of Position (Check all that apply):	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Other (Explain below)	
Explanation:	

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Supervisor Statement		
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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date

Employee Statement		
I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.		
<i>*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)</i>		
Do you need a reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specifications and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: [Click or tap here to enter text.](#) Date Approved:

Revision Date (if applicable): [Click or tap to enter a date.](#)