

Department of Consumer Affairs

Position Duty Statement

HR-41 (Revised 7/2015)

Classification Title Analyst II	Board/Bureau/Division Executive Office/Policy and Analytics Program
Working Title Policy Coordinator	Office/Unit/Section/Geographic Location Executive Office Sacramento (Natomas)
Position Number 610-100-5393-001	Name and Effective Date

General Statement: Under the direction of the Chief Policy and Analytics Officer (CPAO), the incumbent functions independently as the Policy Review Committee Coordinator, provides analytical support to Board and Bureau Relations, serves as backup and support to the Data Analyst to facilitate communication with boards/bureaus, provides office supports, and completes other special projects as assigned. Confidentiality must be maintained at all times due to the nature of the work performed. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

65% (E) Policy Review Committee (PRC) Analyst and Coordinator

Formulates new policies and DPMs and analyzes proposed legislation and potential impacts to propose language for new policies. Reviews and analyzes amendments, additions, or deletions to existing policies and DPMs and makes substantive edits if necessary to proposed language changes/updates to ensure consistency with existing and new laws. Reviews proposed legislation to determine impacts to new and existing policies. (40%)

Prepares and presents agendas and minutes, draft policies and departmental procedural memorandums (DPMs) in preparation for monthly committee meetings; facilitates, leads, and attends committee meetings. Facilitates the committee's electronic feedback and voting process for new and updated policies; facilitates the union comment process with the Labor Relations Unit. Issues policies and DPMs approved by the Director, coordinates the dissemination of new or updated policies and DPMs to employees, other agencies, or to the public, and coordinates with Internet staff to post policies online. (15%)

Researches and analyzes complex departmental issues related to necessary change in departmental policy or emerging policy issues and prepares written recommendations for the Chief Policy and Analytics Officer and other Executive Staff. (10%)

15% (E) Special Projects and Office Support

Completes various special project assignments in support of the Chief Policy and Analytics Officer including but not limited to; reviewing and analyzing documents submitted to the Executive Office by internal and external units and Department boards/bureaus and develop and update

the strategic plan goals for policy and data goals. Provides support to the Executive Office by assisting with office coverage, answering the Executive Mainline, and other duties as necessary.

10% (E) Board and Bureau Relations (BBR) Analyst

Performs administration, documentation, tracking, research and reporting duties, analyzes public meeting materials and attends and monitors public board and bureau meetings to produce meeting briefings on behalf of the BBR/Executive Office and reports back key findings. Drafts meeting briefings, summaries, and other relevant information for review by BBR management. Responds to inquiries and briefs BBR management on matters of interest. Troubleshoots issues with boards and bureaus to develop recommendations to timely resolve issues.

10% (E) Data Analytics

Act as a backup to the Data Analyst that reports to the Chief Policy and Analytics Officer by facilitating communication with boards/bureaus and assisting with the development and dissemination of communication related to the Annual Report and Performance Measures. Assists with the creation of procedure manuals related to the departments data standardization goals.

B. Supervision Received

The incumbent reports directly to and receives assignments from the Chief Policy and Analytics Officer.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has frequent contact with members of the Policy Review Committee, the DCA Executive Office, Board and Bureau Relations, managers and staff from the Department's centralized services divisions and all levels of staff from boards and bureaus.

F. Actions and Consequences

The position exercises judgment in making decisions affecting all aspects of the Executive Office and the boards and bureaus affected by Department policy. Poor judgment and decisions will result in delays in the delivery of services to clients and associated waste of staff time, materials and equipment.

The scope of errors committed during consulting and policy interpretation extends beyond the immediate work performed by the position and could result in the waste of time and the associated salary, materials, and equipment. If inappropriate consulting services are provided to clients, the result will be lack of clarity in published policies and delay in policy implementation for the Department.

The magnitude of errors ranges from low to critical, depending on the specific issues, policy implications, and the errors made.

G. Functional Requirements

No special physical requirements. The incumbent works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Desirable qualifications include; strong organizational and interpersonal communication skills; excellent writing skills; strong reading comprehension, resolution/negotiation, and computer skills; the ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems. Other desirable qualifications include positive attitude, good work habits, motivation to be a team member, and the ability to gain and maintain the confidence and cooperation of those contacted during work. Regular and consistent attendance is required. The incumbent works 40 hours per week. The incumbent may be required to travel throughout an assigned geographical area by various methods of transportation.

Conflict of Interest

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification

12/8/2025