

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

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| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| DFW DIVISION/BRANCH/REGION/OFFICE<br>ECOSYSTEM CONSERVATION DIVISION | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-039-5157-001 |
| UNIT NAME AND LOCATION<br>HABITAT CONSERVATION PLANNING BRANCH       | CLASS TITLE<br>Analyst I                                       |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)             |

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the supervision of the Supervisor I for the Habitat Conservation Planning Branch (HCPB) incumbents will compile, interpret, and analyze data and other materials; develop creative solutions, develop procedures; plan, implement, monitor, forecast, and evaluate assignments, conduct administrative analysis reviews; respond to public inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks, contract/grant administration, and case management activities; and other program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b> | <b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>   |
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| 40%   | <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>HCPB Coordination:</b><br/>Track Legislative Bill Analysis and Public Record Action (PRA) request notifications. Notify program managers of Legislative Bill Analysis and PRA due dates. Read detailed regulations, policies, and procedures to properly route Legislative Bill Analysis and PRA requests to the correct program manager. Update and maintain Legislative Bill Tracker. Work with the Director and Deputy Director's staff to ensure final Legislative Bill Analysis are received in a timely manner. Act as HCPB Public Records Action Request contact. Monitor, forecast, evaluate and call attention to potential impact of bills and PRA requests for branch and individual programs.</p> <p>Research and retrieve background materials from various sources for professional staff to use in answering inquiries, legislative analysis and responses to controlled correspondence. Distribute time sensitive inquests to appropriate staff. Respond to public complaints and inquiries and provide recommendations on developing or adapting procedures. Review, date stamp, and sort mail (some confidential and sensitive in nature) from a wide variety of agencies and key individuals.</p> |

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| <p>35%</p>   | <p><b>PERMIT AND GRANT ADMINISTRATION:</b> Gather expenditures and timelines to ensure items such as invoices, required reporting, necessary forms, and grants performance documentation are completed accurately and submitted to ensure timely work progression. Calculate and implement updates for Annual Fee increases. Assist with drafting regulations, implementation, and monitoring of the grant processes administered by HCPB including solicitation, tracking, and close out. Coordinate with colleagues, coworkers, management, and/or other stakeholders on the most difficult issues encountered with the grant program related to the above duties.</p>   |
| <p>10%</p>   | <p><b>Fleet Coordination:</b> Schedule the routine maintenance of HCPB vehicles, vehicle repairs, and car washes when necessary. Maintain Fastrack records and billing information. Provide required data for the monthly vehicle fuel usage reports to Business Services. Decide maintenance schedule for vehicles and coordinate necessary repairs. Monitor statues, policies and procedures to ensure branch adherence to safety and replace guidance.</p>  |
| <p>10%</p>   | <p><b>DIGITAL DOCUMENT ACCESSIBILITY:</b> Coordinate with HCPB colleagues in the preparation of Web Content Accessibility Guidelines (WCAG) compliant documents, including but not limited to Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.). Review, test, and remediate digital documents for accessibility with Microsoft Office applications, Adobe Acrobat Pro, Foxit Phantom PDF Business, and NVDA screen reader. Provide guidance and training for HCPB staff on digital accessibility techniques. Maintain thorough and current knowledge of: Web Content Accessibility Guidelines (WCAG) 2.1, and subsequent versions, Section 508 of the federal Rehabilitation Act requirements for digital accessibility, digital document structure (metadata, tags and tag attributes, read order, etc.), and California State government laws, policies and guidelines regarding digital accessibility. Manage multiple Outlook calendars for HCPB. Schedule meetings, interviews, and conference calls as requested. Photocopy and scan documents. HCPB paper recycling contact person. Maintain the HCPB Records Retention Schedule. Place service calls and assist with new Service Order's as necessary for repairs and maintenance of office equipment. Keep inventory and maintain office supplies. Ensure payment of recurring bills.</p> |
| <p>5%</p>  | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b><br/>                     Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Habitat Conservation Planning Branch's goals and objectives.</p> <p><b>WORKING CONDITIONS:</b><br/>                     This position works in an office setting. Position may be eligible for a hybrid telework schedule dependent upon operational needs. The position requires the use of a computer for several hours each day and may require the completion of office tasks</p>   |

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|  | that require sitting, standing, and moving to other locations; attendance at meetings and participation in video and teleconference calls.  |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>  |   |             |
| <b>PRINT SUPERVISOR'S NAME</b>   | <b>SUPERVISOR'S SIGNATURE</b>   | <b>DATE</b> |
| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b> |   |             |
| <b>PRINT EMPLOYEE'S NAME</b>   | <b>EMPLOYEE'S SIGNATURE</b>   | <b>DATE</b> |