



State of California  
 California Environmental Protection Agency  
 Office of Environmental Health Hazard Assessment

## DUTY STATEMENT

CURRENT       PROPOSED

RPA Number: DSP-003 FY 25-26	Classification Title: Analyst II	Position Number: 811-114-5393-701
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Division of Scientific Programs	Section/Unit: Program Support Section	Reporting Location: Sacramento
Supervisor's Name: Brian Brown	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

### Human Resources Use Only:

HR Analyst Approval:

Date:

### 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.

### Position Description

The Program Support Section (PSS) provides assistance to the scientific staff in the Division of Scientific Programs (DSP) and its branches with staff in Oakland and Sacramento. The PSS acts as the liaison between the managers, supervisors and staff of the DSP and the Administrative Services



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Division in the areas of contracts and business services, information technology, human resources, and fiscal services. The PSS supports scientific staff of the DSP in their day-to-day administrative activities and allows them to focus on science with confidence in that their administrative needs are being addressed by the PSS team.

Under direction of the Supervisor I, Chief, Program Support Section, the Analyst II performs a variety of the more responsible, varied, and complex analytical and administrative support activities for the Division and across the Branches within the Division in the areas of personnel, budgets, accounting, and contracts. The Analyst II serves as the Division's point of contact to carry out administrative functions in the offices in the Sacramento building. The Analyst II works independently to provide analytical, communication, and project management support for a wide variety of projects. The Analyst II will perform research, engage in problem solving, and planning. The Analyst II performs the following duties and any related work:

***Essential Functions (Including percentage of time):***

- 30% Serves as the main administrative liaison between OEHHA and the State Water Resources Control Board and local governmental agencies for the contaminated sites program in the Climate Indicators and Site Assessment Section to track individual staff hours spent on various contracted projects and to ensure time and billing information is correctly reported to the Fiscal Services Branch (FSB). Monitors requests for OEHHA's services for risk assessment consultation, toxicological support, and review of risk assessment-related documents submitted pursuant to reimbursement contracts. Updates and maintains a database for tracking detailed information on state and local government sites which OEHHA program staff have worked on. Processes requests for OEHHA services by checking the database for prior OEHHA work and preparing cost estimates based on input from program staff. Submits cost estimates for approval by the Water Board or local government liaison. Resolves billing disputes and identifies any shortfalls, and recommends funding alternatives. Prepares expenditure and administrative reports required under the contracts for submission.
  
- 20% In collaboration with designated Branch Contract Managers, acts as a Contract Coordinator and establishes a tracking mechanism to ensure Contract Request Forms, Scopes of Work and Budget details for new services, renewals, or amendments are submitted in a timely manner to Contracts and Business Services Branch (CBSB). Works with contract managers to develop the Scope of Work including standard details needed for a contract such as deadlines, and other activities to monitor progress of contract. Tracks progress of contract development with Contract Manager, CBSB and/or contracting entity to facilitate the contract process. Researches and obtains required information for CBSB where needed from the appropriate technical staff and Branch Chief to facilitate contract processing. In consultation with technical staff, administers the development of Service Order Request Forms, including the Scope of Work, rates, term dates, and method of payment. Completes and submits Service Order Requests to CBSB for processing.
  
- 20% Serves as an administrative contact for personnel activities for the Division and branches. Provides advice and assistance on various human resources management functions requiring



knowledge of personnel policies and procedures and current methods of personnel practices. Reviews current organizational structure and classification information in preparation for personnel transaction requests. Researches and identifies appropriate civil service classifications to use in filling Branch positions or developing budget change proposals. Prepares Request for Personnel Action packages of personnel documents such as position justifications, justifications for reclassification, promotion in place, organizational charts, hiring above minimum requests, and relocation requests, and verifies package for completeness and accuracy. Works with Human Resources (HR) to ensure the personnel documents have sufficient detail and are in conformity with civil service regulations and policies. Drafts duty statements for open positions in consultation with the hiring supervisor, and works with HR to ensure the duty statements include duties that are appropriately allocated for the classification. Monitors branches' hiring activities to ensure the job vacancies are advertised properly, interviews scheduled, candidates are reviewed and offers of employment are made in a timely fashion. Maintains spreadsheets for branches on probation reports to ensure supervisors are completing reports in a timely manner by providing advanced notification of due dates; provides advice with issues involving the delay and/or missing probation due dates. Annually coordinates the submission of Individual Development Performance forms to HR, and provides a monthly status report to the Section and Branch chiefs and HR of any late reports. Advises/instructs staff with the completion and submittal of training requests to the Human Resources Branch; review training request to ensure all required fields are filled out correctly and training package is complete for supervisor's review and approval.

- 10% Serves as the Branches' time management and budget transactions coordinator. Reviews and analyzes the Branches' budget and expenditures using reports provided by Fiscal Services Branch (FSB), including identification and justification of the Branch's resource requirements to apprise the Branch Chief and provide solutions for budget issues that arise during the fiscal year. Expeditiously prepares FSB documents, i.e., Transfer Budget Allotments, requisitions, and both Out-of-State and In-State Travel request, to ensure they are accurately completed and submitted in a timely manner. Tracks travel requests and reports approvals and denials to staff and their Branch and Section chiefs to coordinate Branch travel. Prioritizes, allocates, and resolves conflicts in the use of the Branch's line item expenditures including general expense, major and minor equipment, training, and overtime by analyzing and identifying the problem and recommends corrective actions to Branch Chief. Tracks line items and personal services expenses to ensure appropriate spending. Informs Branch Chief of potential budget shortfall in any line item and makes recommendations to keep expenditures within budget. Works with Branch Chiefs to develop Budget Change Proposals to request resources for specific activities. Provides Branch staff's special project hours to the FSB on a monthly basis.
- 10% Provides critical information to Branch Chief regarding sensitive, confidential or complex administrative issues and assists with resolution, including conducting research to find related and relevant information. Prepares confidential or sensitive correspondence, reports, executive summaries, and other administrative reports to external inquiries. Prepares monthly organizational and program activity reports for management's review.



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### **Marginal Functions (Including percentage of time):**

10% Works on special assignments related to above duties which may include administrative, analytical, technical, or statistical support as required to ensure critical components of the programs are met. Serves as backup to the other Analyst in the Oakland office and/or the Supervisor I when unavailable. Participate in REEJ-focused training sessions aimed at enhancing understanding and implementation of racial equity and environmental justice principles within OEHHA's recruitment practices.

### **Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time.

### **Typical Working Conditions:**

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. In the office, the incumbent works in a non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked. Travel may be required locally and within the state.

### **Special Requirements of Position (Check all that apply):**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- 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
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### 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\*.

*\*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.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date
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