

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
EXECUTIVE OFFICE**

**NAME:**

**CLASSIFICATION:** Analyst II

**STATEMENT OF DUTIES:** Under the direction of the Supervisor I, and the guidance of the Special Assistants, the Analyst II performs a variety of analytical tasks related to the efficient functioning of the Executive Office. A high degree of initiative, professionalism, tact, judgement, confidentiality, and discretion are required in handling sensitive and complex matters requiring executive awareness and response. The Analyst II performs duties that require independence of action, independent analysis, political acumen, excellent interpersonal skills, diplomacy, flexibility and the ability to work under pressure when assessing sensitive or potentially high-profile matters.

**SUPERVISION RECEIVED:** Under the direction of the Supervisor I and may receive guidance from the Chief Deputy to the Attorney General, Chief of Policy, and Special Assistants.

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Occasional travel is required.

**ESSENTIAL FUNCTIONS:**

50% Independently performs research and prepares clear and concise reports and other written documents and recommends a course of action, reviews for completeness, and obtains additional information as needed for the Special Assistants. Gathers statistical data, monitors tracking systems for the Executive Office, makes recommendations to management for program improvement and implements and/or assists with processes and procedures as they pertain to consumer protection, criminal justice reform, and law enforcement. Collaborates closely with the Specialists in the Community Awareness Response and Engagement (CARE) and External Affairs units and the Division Chiefs regarding the specific portfolio of the Special Assistants. Independently prepares and reviews correspondence involving significant administrative and analytical issues. Works collaboratively as part of a team during peak periods to assist with emails, calls and forms processing.

25% Attorney General Assignments: Serves as the primary point of intake and analytical review for Attorney General Assignments consisting of correspondence received from members of the public requesting action, assistance, or review by the Office of the Attorney General. Conducts intake and triage of the more complex public inquiries and complaints, evaluates, jurisdictional and legal considerations, and coordinates appropriate review and response by Department divisions.

Independently performs special projects that require researching sensitive issues, problem identification, collection of data, developing alternatives and recommendations based on the direction of the Chief Deputy Attorney General. Researches information for incoming media requests. Collaborates in outreach and scheduling of events for the Attorney General, and Special Assistants Attorneys General. Interacts with officials or other governmental agencies to schedule appointments by nature of priority and importance.

10% Attorney General Mail: Manages the intake, evaluation, analysis, coordination, and completion of correspondence addressed to the Attorney General within the California Department of Justice.

10% Updates the Department's rosters and template documents as needed, which includes compiling information, preparing written instructions, formatting documents, distributing revisions, and working with the Information Technology Division to post current information on the intranet.

5% Provides back-up support to other program staff as needed.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

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Employee's Signature                      Date

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Supervisor's Signature                      Date