

# DUTY STATEMENT



**CURRENT**  
 **PROPOSED**

<b>CIVIL SERVICE CLASSIFICATION</b> Analyst II		<b>WORKING TITLE</b> HQ Legislative Analyst		
<b>PROGRAM NAME</b> Division of Labor Standards Enforcement			<b>UNIT NAME</b> HQ - Policy, Enforcement and Training	
<b>ASSIGNED SPECIFIC LOCATION</b> TBD			<b>POSITION NUMBER</b> 400 – XXX-5393-XXX	
<b>BARGAINING UNIT</b> R01	<b>WORK WEEK GROUP</b> 2	<b>BILINGUAL POSITION</b> No	<b>CONFLICT OF INTEREST FILER</b> Yes	<b>BACKGROUND CHECK</b> No

**General Statement**

Under the direction of the Assistant Deputy Chief of Policy, Enforcement and Training the incumbent is responsible for reviewing introduced and amended legislation for potential impact on the Division and its enforcement programs; conducting legislative research, analyzing, and developing policy recommendations on a broad range of complex topics including wage and hour laws, retaliation, judgment enforcement, licensure/application requirements, criminal prosecutions and prevailing wages.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

<b>Percentage of Time Spent</b>	<b>Duties Essential Job Functions</b>
<b>35%</b>	<b>Legislative Analysis:</b> Review, research, analyze and draft legislative proposal ideas received from the DLSE executive leadership, Office of the Director, the Labor and Workforce Development Agency and the Governor's Office. Advise Labor Commissioner on proposed legislation's possible effects on Division including but not limited to fiscal impacts. Review and edit bill analyses prior to review by senior executive staff. Work with Division staff to develop recommendations for formal positions for the Division to adopt on bills. Handle correspondence relating to legislation within Division.
<b>30%</b>	<b>Legislative Implementation:</b> Prepare and participate in Division legislative briefing on new laws that impact the Division. Develop corresponding Budget Change Proposal, obtain relevant input from program leaders for approval by the Labor Commissioner or designee. Monitor process and ensure timely responses to inquiries. In collaboration with program leaders and the training unit, facilitate the development of trainings and material to ensure timely implementation and consideration of collaborative enforcement. Prepare statutorily required legislative reports for assigned program. Collaborate with program leaders and analysts to include accurate statical reports.
<b>25%</b>	<b>Legislative Coordination and Tracking:</b> Coordinate the Division's bill analysis process including tracking staff assignments for the completion of bill analyses. Track local, state and federal legislation related to wage and hour, occupational safety and health, employment law, workers' compensation and any other labor law that may impact the Division. Track and

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	obtain assignment from program leadership of necessary SME's to develop analysis throughout legislative cycle. Continuously monitor legislation as it is amended throughout the legislative process. Keep Division staff apprised of amendments. Track legislative inquiries and ensure timely responses in coordination with Office of Regulations and Legislative Affairs. Participate in regular meetings with executive staff to provide legislative updates. Maintain and update the Division's legislative file system and provide all relevant information such as: SME assigned to bill analyses, Division's position, Agency's position, and Governor's Office position on legislation.
<b>Percentage of Time Spent</b>	<b>Marginal Job Functions</b>
<b>5%</b>	<b>Legislative Liaison:</b> Serve as one of the Department's first point of contact or liaison for the Legislative Division and respond to inquiries from Agency, Department of Finance, legislative staff, constituents, and stakeholders. Take notes relative to Division impact and action items, coordinate necessary responses.
<b>5%</b>	<b>Hearings and Special Presentations:</b> Attend legislative hearings and other public hearings as required throughout the state. Assist with education and outreach about legislation

### Conduct, Attendance, and Performance Expectations

Work duties are expected to be performed productively and efficiently. Conduct shall be respectful and reflective of a professional team environment.

Communication shall be clear, concise and timely with department, agency and administrative leadership and the public we serve. Communication shall be in a manner that encourages open dialogue to achieve mutual understanding, problem solve, and build trust.

Trust is crucial to building a working relationship and team environment. Staff are expected to continually monitor their work, provide timely responses to the public in accordance with relevant policies and procedures, and practice decorum in such communication. Work challenges and the inability to meet deadlines are to be communicated immediately to the Deputy Director of Legislation and Policy.

The Legislative Analyst is expected to abide by relevant attendance policies. Casual telework may be permissible once incumbent passes probation.

### Supervision Received

The Analyst II will work under the direction of the Assistant Deputy Chief of Policy, Enforcement and Training and may receive direct instruction and guidance from the Labor Commissioner, or their designee.

### Supervision Exercised

None

### Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts



## Work Environment

Duties are primarily performed in a climate-controlled office setting possibly in a high-rise building; cubicle or shared work space under artificial light, utilizing computer screens and other office equipment; may drive a state vehicle for field work, trainings and other related work. While in the field, exposure to dirt, odors, noise, fumes, uneven surfaces, stairs, high-rise buildings, extreme weather conditions, and fast moving equipment may occur. The incumbent is required to work extensively on the computer as necessary for email communication, research, and other purposes.

## Special Requirements/Other Information

Statewide travel is required approximately 20-30% of the time when appropriate.

## Physical Abilities

The incumbent will be required to be stationary for long periods of time while in the office and/or while driving to and from field activities, trainings. The incumbent will also traverse various ground surfaces and/or buildings while out in the field. The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary

## Additional Requirements/Expectations

The Incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times. The Incumbent is expected to demonstrate rapid progress in learning the fundamentals of the job.

## Personal Contacts

The incumbent will need to interact with groups of individuals from various socioeconomic and cultural backgrounds in an impartial, tactful, patient, and professional manner. These groups include, but are not limited to, the following: low-wage workers, employers and their representatives, the general public, other governmental agencies and partners, and staff members from other units within the Division.

## Employee Acknowledgment

*I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.*

Employee Name

Employee Signature

Employee Sign Date

## Supervisor Acknowledgment

*I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.*

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\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Sign Date

## HUMAN RESOURCES OFFICE APPROVAL

*RP*  
\_\_\_\_\_  
C&S Analyst Initials

*04/07/2026*  
\_\_\_\_\_  
Approval Date