



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Analyst II	326-430-5393-701
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Data/Pay Data Reporting	TBD	R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
Vacant	TBD	Stephanie A. Pullés, PhD
POSITION DESCRIPTION		
<p>Under the direction of the Workforce Data Officer, the Analyst II independently performs a wide variety of complex analytical duties in support of a statewide pay data collection program (required by Government Code section 12999) and a statistical consulting and research program. Duties of the Analyst II include, but are not limited to, identifying civil rights issues or policy areas to explore, collecting and analyzing information, monitoring program efficiency and effectiveness, providing recommendations to leadership, creating policies and procedures, as well as researching and writing complex analyses, fact sheets, and data reports.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Create, evaluate, and improve program policies and procedures. Maintain organizational and technical documentation of program policies and procedures. Develop and maintain databases and ensure relevant program information is collected and up to date. Define metrics, monitor performance targets, and identify and propose operational strategies to improve program efficiency and scalability. Monitor and evaluate program performance. Ensure program goals and objectives are accomplished within specific deadlines and timeframes. Oversee all stages of program management, including but not limited to planning, development, analysis, resourcing, budgeting, risk management, reporting, and completion. Support leadership in defining and clarifying objectives and strategies. Identify risks and develop and implement strategies to minimize risk.</p>	
35%	<p>Support and oversee multiple ongoing strategic initiatives. Prepare reports and presentations to present findings, ideas, and information on program needs and performance to management. Collaborate with multiple stakeholders within and across various divisions within the Department. Maintain regular contact and produce regular status reports for stakeholders. Facilitate meetings associated with assigned projects such as team meetings, stakeholder discussions, and others by setting agenda, coordinating meeting topics, and developing materials.</p>	
15%	<p>Assist with development and improvement of data products (e.g., reports, data visualizations, webpages) for internal and external use. Serve as a technical liaison between management and IT in coordinating updates and process improvements for publicly released data products. Develop timelines, work plans, and templates for data products released to the public. Provide feedback and recommendations to management on quality, utility, and usability of data products.</p>	



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10%	Other special projects as assigned including, but not limited to, assisting leadership with managing contracts, communicating with vendors and contractors, reviewing policies and procedures, and facilitating internal and external meetings for management.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Strong analytical skills. • Excellent written and oral communication skills. • Ability to maintain confidentiality. • Ability to establish and maintain cooperative working relationships with co-workers and display excellent customer service skills. • Strong organizational and computer skills (ability to use and operate management systems and databases) and knowledge of Microsoft Office programs. • Ability to develop and maintain databases. • Ability to interpret and apply laws and regulations to specific situations. • Ability to follow oral and written instruction and established procedures. • Ability to gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations. • Proven ability to work independently with minimal supervision while meeting departmental performance expectations. • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. 	
TYPICAL WORKING CONDITIONS:	
<p>The demands described here are representative of those that must be met by the Analyst II to successfully perform the essential functions of the job with or without a reasonable accommodation.</p> <ul style="list-style-type: none"> • Requires ability to effectively work in a remote environment and complete complex tasks independently. • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties. • Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day. • Requires dependability and excellent attendance records. • Requires occasional travel to facilitate on-site meetings, events, and conferences. • Requires frequent face-to-face contact with management, staff, and external stakeholders through verbal, written, and digital (e-mail) communication. 	
TELEWORK DESIGNATION:	
This position is designated as telework eligible.	
SPECIAL REQUIREMENTS:	
Adhere to the laws, rules, policies, and procedures pertaining to civil rights and internal departmental policies, including, but not limited to, the Department’s Manuals, Political Reform Act, Statement of Incompatible Activities, and the State Administrative Manual. This position may require you to work excess hours to accomplish the responsibilities of the unit.	



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The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)

SUPERVISOR SIGNATURE

DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)

EMPLOYEE SIGNATURE

DATE