

Duty Statement
California Government Operations Agency
State of California



Classification Title Analyst II	Agency California Government Operations Agency
Working Title Analyst II	Office/Unit/Section California Education Interagency Council (CEIC)
Position Number 337-102-5393-900	Effective Date
Name	Date Prepared 2/10/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, and the Office of Civil Rights

Under the direction of the Supervisor I, the Analyst II for the California Education Interagency Council (CEIC) supports policy development, planning, and interagency coordination. Responsibilities include conducting research, analyzing data, preparing reports, and assisting with strategic planning and stakeholder engagement. The Analyst II plays a key role in meeting preparation, drafting briefing materials, and ensuring timely follow-up on action items.

Job Functions

35% (E) Policy and Program Analysis

Conduct in-depth research on education and workforce trends. Analyze legislative and regulatory impacts on CEIC programs. Draft policy briefs, strategic plans, and compliance guidelines. Recommend improvements to the Supervisor I based on data-driven insights. Support the development of training materials and outreach initiatives. Assist in the planning, organizing, administrative and fiscal operations for CEIC. Assist in the development of policies and procedures

to ensure alignment with local, state, and federal regulations. Ensure timely submission of required reports.

25% (E) Interagency Coordination and Meeting Support

Develop agendas, briefing materials, and talking points for leadership. Track progress of interagency projects and ensure timely deliverables. Document decisions and follow-up actions for accountability. Prepare meeting minutes and maintain project timelines. Organize and maintain filing systems.

20% (E) Stakeholder Engagement and Outreach

Coordinate forums, workshops, and outreach campaigns. Prepare communication materials to promote CEIC initiatives. Maintain stakeholder contact lists and engagement metrics. Assist with public-facing reports and presentations. Assist with responding to inquiries from legislative and oversight bodies regarding administrative and fiscal matters. Assist with collaborating with departments to implement statewide initiatives and ensure consistent application of policies. Maintain effective communication channels with vendors, contractors, and advocacy groups to support program objectives.

15 % (E) Administrative and Fiscal Support

Process invoices, travel claims, and purchasing requests in the Financial Information System for California (Fi\$Cal). Ensure compliance with state procurement and fiscal policies. Maintain accurate records for audits and reporting. Respond to inquiries and manage shared inbox communications. Assist with compiling and analyzing data on program outcomes, fiscal performance, and compliance activities. Ensure all documents are accurate, clear, and aligned with agency standards. Utilize data visualization tools to present complex information in an accessible format.

5 % (M) Other Duties as Assigned

Support special projects, emergency initiatives, and cross-functional efforts. Adapt to changing priorities by adjusting workload and timelines to meet program deadlines, respond to urgent requests from leadership, and ensure deliverables are completed accurately and on time. Participate in cross-functional efforts and assist with high-priority initiatives. Perform miscellaneous tasks to support CEIC leadership, including special projects, research assignments, and operational support. Assist with emergencies or high-priority initiatives. Support any project or initiative as directed by leadership, participate in cross-functional efforts, and perform additional responsibilities to meet organizational needs.

Significant Interactions With

GovOps executives, Department of Finance, CalHR, DGS, Fi\$Cal representatives, CEIC leadership, and other internal and external stakeholders.

Supervision Received

The Analyst II reports directly to the Supervisor I.

Supervision Exercised

None.

Required Skills and Working Conditions

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee's permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date