

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF COMMUNICATIONS  
INTERNAL COMMUNICATIONS SECTION**

**NAME:**

**JOB TITLE:** Analyst II

**STATEMENT OF DUTIES:** Under the direction of the Information Officer (IO) II, Internal Communications Section, the Analyst II performs a variety of analytical projects and assignments related to conference and meeting planning for Headquarters, Executive Staff, and Statewide Programs. These duties require well-developed written and verbal communication skills, independence of action, good judgment, political acumen and knowledge of Department and Division programs, policies and procedures, and a comprehensive knowledge of industry ethics and standards.

**SUPERVISION RECEIVED:** Reports directly to the IO II, Internal Communications Section, Directorate Division.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate and work at a computer workstation. Ability to bend, lift up to 25 pounds, and stand and file for short periods of time. Ability to operate and licensed to drive a motor vehicle in the State of California.

**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 located within a high-rise building located in Sacramento, California. Travel and overtime are required in the preparation, operational planning, and execution of various conferences and meetings.

**ESSENTIAL FUNCTIONS:**

**50%** Independently arranges and facilitates all facets of large meetings and events for the Department of Justice. Works with the Executive Staff, Senior Management, Program Management, and all other levels of staff throughout the organization in the development of event and meeting planning. Develops and tracks the progress of Business Commitments through various Microsoft Office tools such as Excel, Word, or Access. Develops and establishes project objectives and tracks achievements and planning, including contract negotiations, project planning, and written and oral communication to external and internal staff. Coordinates and works with program areas to determine purposes, expectations, desired outcomes, and program outlines of meetings to ensure successful events. Prepares meeting specifications through working with program staff, outside vendors, venues, catering companies, and building management to ensure events are completed within the

time allotted and within budgeted allowance. Travels to conduct site inspections of potential meeting locations. Provides onsite management of meetings, including coordination with venue staff, registration management, and general quality control.

- 15%** Independently solves business issues, such as discrepancies with vendor contracts. Interprets and adapts policies and work directions for application to specific cases or problems. Engages in business relationships requiring tact and perspective to ensure events run on schedule and within budget. Shows initiative throughout the planning process and ensures general and technical competencies are kept up to date in line with business developments. Communicates effectively with staff and customers. Meets with clients to develop meeting purpose, objectives, agenda, and materials.
  
- 15%** Provides guidance and advice on all phases of planning, execution, and evaluation of meetings and events to ensure the quality and cost-effectiveness for educational and professional development. Reviews all event budgets and contracts. Ensures reputational and cost risks are assessed and mitigated by demonstrating good judgment and strict adherence to Department policies and guidelines, including conflict of interest policies. Researches, analyzes, and applies regulatory policies and legislative mandates which affect governmental meetings. Reviews all expenses incurred for compliance with State policy. Provides guidance and advice regarding the latest travel and government regulations to suppliers serving the government market. Manages contracts with vendors and personally oversees the business relationship. Makes recommendations for key strategic decisions related to cost.
  
- 15%** Manages the successful planning, strategy, and execution of virtual events. Sets up and hosts technical aspects of Zoom and Microsoft Teams live broadcasts, including moderating comments and interactive features. Acts as the main point of contact during events who provides live event support. Assesses and creates reports to provide information about the participation and quality of events. Participates in ongoing trainings to stay up to date on upgrades and advancements in virtual technology platforms.
  
- 5%** Independently researches, analyzes, and develops written reports in support of enterprise issues and projects. Analyzes each event and incorporates the strengths and weaknesses into the concluding report to ensure future events incorporate the improvements.

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I have read and understand the essential functions and typical physical demands required for 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 reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job but will require 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 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.

\_\_\_\_\_  
Employee's Signature      Date

\_\_\_\_\_  
Supervisor's Signature      Date

Revised 4/2026