



CURRENT
 PROPOSED

Classification Title	Division
Analyst II	Board
Working Title	Branch/Office/Unit/Section
Special Assistant to the Chair	Chair's Office
Position Number	Name and Effective Date
013-101-5393-900	

General Statement: Under the general direction of the Chairperson, Agricultural Labor Relations Board (Chair) part of the Chair's Office (Office) in the Board Division (Division) within the Agricultural Labor Relations Board (ALRB), the Analyst II will perform the most advanced analytical, technical and administrative duties in support of the Board. The incumbent will be responsible for leading and managing strategic projects and initiatives, conducting legislative and policy research and analysis impacting the ALRB, preparing reports, briefings, and recommendations, and coordinating activities that support informed decision-making by the Chair and Board. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

30% (E) Project Management and Strategic Initiatives

Serve as a project lead on projects assigned by the Chair. Conducts relevant research, organizes content, reports progress, and makes recommendations both in writing and verbally to the Chair, Board and/or committee meetings as needed. This may include, but is not limited to, managing projects relating to outreach and stakeholder engagement and employee engagement and recognition. Work closely and collaboratively with the Executive Secretary, ALRB, (Executive Secretary), Board Office, and other Division leadership on the development and implementation of strategic goals and initiatives. Lead the implementation of the Merit Award Program (Program). Set agendas, facilitate Program committee meetings, capture outcomes, and ensure they are completed on time. Present recommendations and gain approval from executive leadership on policies and procedures related to the implementation of the Program. Work closely with the Chair and their designees in developing Division and organizational policies and procedures. Participate in policy, process, and procedure development working groups as needed.

30% (E) Office Support

Manage the Chair's calendar, as needed, including scheduling, rescheduling and canceling appointments. Develop, maintain and refine an assignment/project tracking system for the Chair including items that require Chair review and approval. Organize and maintain digital filing system for the Office. Develop agendas and support documents for meetings requested by the Chair. Ensure the relevant subject matter experts or stakeholders are in attendance to support meeting objectives. Facilitate

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meetings, take notes and send out action items, as needed and requested. Make travel arrangements for Chair and Board members as needed and submit travel reimbursement claims. Draft correspondence at the request of the Chair which includes, but is not limited to, emails and letters. Track and route staff suggestions for the Chair's consideration. Provide the Chair with recommendations that would improve Division organization and coordination of Division activities, including engagement with other divisions within the ALRB to streamline work. Serve as primary coordinator on planning special panels and presentations at Board meetings, coordinate Board meetings and Board field engagement. Coordinate and draft ALRB Employee Newsletter. Assist with review of public records act requests. Assist with data analysis review for annual report and other inquiries as needed. Develop and maintain the desk manuals.

20% (E) Policy Research and Legislative Coordinator

Serve as the Chair's policy researcher. Monitor and research agriculture, farmworker, labor, cannabis, and immigration policies at the local, federal, and state level. Prepare briefs and reports for the Chair, Executive Secretary and Board on findings to help inform policy areas of interest to the Board and Chair. Serve as ALRB's legislative coordinator. Track and analyze legislative bills that impact ALRB. Develop and maintain a policy bill tracking system. Work in close collaboration with the Board Office to track the development of bill analyses and enrolled bill reports (EBR). Set up policy impact meetings and take detailed notes. Assign bill analysis to the appropriate division. Review responses for accuracy prior to compiling into bill analysis template and submission to the Chair and Division's Attorney Supervisor review. Complete submissions to Agency of Bill Analysis and EBRs.

15% (E) Administrative Liaison

Serve as backup for the Executive Secretary's Office Analyst II by providing administrative liaison support to the Division. Facilitate and process recruitment packages, onboarding of new staff, attendance and timesheet coordination, tracking of probationary reports and performance evaluations, and staff recognition for the Division. Track all mandatory and non-mandatory training, as well as associated statewide reporting requirements for the Division. Receive and verify the accuracy and condition of all purchase deliveries. As needed, coordinate with Business Fiscal Services Office (BFSO) on any returns. Utilize the Meeting Card and CalCard as prescribed by the BFSO to address the Office's meeting and purchasing needs. Facilitate the development of contracts and track all associated invoices. Attend and participate in administrative liaison meetings and trainings. Work closely and collaboratively with the Administration and Technology Division, as well as other administrative liaisons to develop and implement meaningful and efficient processes to efficiently conduct administrative functions within the ALRB.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

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C. Supervision Received

The incumbent will receive assignments and directions from the Chair; however, assignments and directions may come from the Executive Secretary and/or the Board.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with various levels of ALRB staff, other state departments, and the general public.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may impact the Chair's ability to make informed decisions and may result in Board operations failing to comply with relevant state laws and regulations, including but not limited to, the Bagley-Keene Open Meeting Act.

H. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00AM – 5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent is expected to work indoors. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the

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general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV’s EPN Program, which is a process for providing the ALRB with a report showing the driver’s current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver’s license suspensions, driver’s license revocations, or any other actions taken against the driving privilege or license, added to the driver’s DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

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 Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee’s Printed Name – Classification

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

Date

Supervisor’s Printed Name – Classification

New 04/2026