



**Classification: Analyst I**

**Working Title: Procedures & Implementation Analyst**

**Position Number: 358-726-5157-001**

**Division/Unit: Sales & Marketing Division/ Scratchers Inventory Management Center (SIMC) Unit**

**Assigned Headquarters: Sacramento Headquarters**

**Position Eligible for Telework: Yes**

### **Job Description Summary**

Under supervision of the Supervisor I of the Scratchers Inventory Management Center (SIMC), the Analyst I, is responsible for a variety of analytical and developmental assignments associated with SIMC.

### **Job Description**

#### **Essential**

- 25% Develop, revise, maintain, and implement program related procedures, and develop and implement operational program guidelines. Assist in the development and analysis of complex sales data associated with SIMC. Supports SIMC by running various reports, such as Exceptions and Daily Order Counts - including reassigning the daily workload of Scratchers ordering and ad hoc reports.
- 20% Assist in the development and analysis of complex sales data associated with SIMC. Prepare presentations, reports on findings, and written communication based on sales findings to management and SIMC staff. Professional communication will be in written memos, oral reporting, email, and Microsoft Teams messages.
- 20% Assist in the research and preparation of sales analysis and summary reports that help management provide necessary changes. Recommend changes to the Lottery's gaming system and/or workflow changes that will result in greater efficiency and accuracy. Charged with developing, maintaining, and implementing the Master Contact List (MCL) spreadsheets, emails, and contacting stakeholders by phone or email regarding the MCL program.
- 15% Track LTSS daily work progression to ensure workflow meets designed timelines for the unit. At least twice a month, the Analyst I balances the Scratchers inventory within the Northern Distribution Center and Southern Distribution Center.
- 15% Research, develop, and analyze complex sales data associated within SIMC with an Analyst II of the unit. Along with an Analyst II, conduct research and prepare sales analysis/summary reports and make recommendations to management.



### Marginal

- 5% Participate on committees, attend meetings, and perform other job-related duties including special projects, as necessary.

### Scope and Impact

- a. Consequence of Error: Errors could lead to inaccurate inventory at each of the Lottery's warehouses and district offices, decreases in SIMC sales, inaccurate procedures used by incoming staff, and loss of certain reports needed by SIMC.
- b. Administrative Responsibility: Be backup for Office Technician regarding timekeeper related issues.
- c. Supervision Exercised and Received: The Analyst I receives direction and supervision from the Supervisor I who reports directly to the Supervisor II.
- d. Personal Contacts: The Analyst I will have daily contact with Lottery management and staff, retailers, and vendors to provide information and assistance. The Analyst I is expected to maintain a good working relationship with whom they interact.

### Physical and Environmental Demands

The Analyst I will use a computer, phone, copier, and other standard office equipment during the workday. Most of the work may be performed seated or standing at an assigned workstation; occasional need to assist with transporting files, supplies, and other workplace equipment as needed. Most of the work is conducted in a modern, climate-controlled office setting.

### Working Conditions and Requirements

- a. Schedule: Monday-Friday 7:30am - 4:30pm
- b. Travel: Minimal
- c. Other: Position will periodically need to work from Lottery facilities and attend in-person meetings

### Effective Date:

### SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

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**Supervisor Signature**

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**Printed Name**

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**Date**



**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee Signature**

\_\_\_\_\_  
**Printed Name**

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**Date**

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**NOTE:** 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.