

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
EXECUTIVE OFFICE**

NAME:

CLASSIFICATION: Analyst I

STATEMENT OF DUTIES: Under the supervision of the Supervisor I, the Analyst I performs a variety of analytical tasks related to the efficient functioning of the Executive Office. A high degree of initiative, professionalism, tact, and discretion are required. The Analyst I will be expected to provide support and consultation to their assigned Special Assistant Attorney General (Special Assistant), in addition to developing cooperative and professional working relationships with internal and external stakeholders. Assignments may cover a number of areas, including gathering statistical data, and assisting with correspondence, internal communications, and procedures. The Analyst I performs duties that require independence of action, independent analysis, political acumen, excellent interpersonal skills, diplomacy, flexibility and the ability to work under pressure.

SUPERVISION REQUIRED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds.
May be required to use a computer terminal up to eight hours a day, in order to prepare assignments.

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. Occasional travel is required.

ESSENTIAL FUNCTIONS:

35% Reviews, researches, and analyzes information upon which the Special Assistant or Executive office makes decisions affecting operating procedures. Coordinates and collaborates with departmental staff and stakeholders in developing and managing information and progress related to working conditions and/or policy changes for the Department of Justice.

Prepares clear and concise reports, legal correspondence, spreadsheets, and other written documents and recommends a course of action, reviews for completeness, and obtains additional information as needed. Gathers statistical data. Monitors tracking systems for the executive office and the Special Assistant and makes recommendations to management for program improvement and implementing and/or assisting with processes and procedures. Assists the Special Assistant with necessary travel arrangements and prepares itineraries and daily schedules. Schedules appointments by nature of priority and importance, making adjustments as required. Reviews requests for completeness, and obtains additional information when needed. Acts as the point of contact on pending scheduling requests and provides written and verbal responses.

Prepares and reviews correspondence involving significant administrative and analytical issues. Works collaboratively as part of a team during peak periods to assist with emails, calls, and forms processing. Provides training and takes responsibility for specific projects and programs.

- 35%** Chief Deputy Packages Coordinator: Manages and coordinates the approval package process requiring review and authorization by the Chief Deputy Attorney General and Chief Deputy of Operations. Conducts research, performs analytical review, and develops recommendations to upper management regarding complex personnel and administrative actions. Ensures executive-level materials are accurate, complete, and policy and procedure compliant prior to submission. Serves as a centralized control point for tracking, quality assurance, and cross divisional coordination of high priority sensitive matters.
- 15%** AG Advisory Group Coordinator: Participates in projects that involve contact with a wide range of public and private officials, establishing and maintaining relationships with various state agency personnel, law enforcement agency personnel, members of the Legislature, Attorneys General, District Attorneys and the general public. Coordinates and conducts briefings with the Special Assistant to the Attorney General in order to advise them of complex or sensitive issues and reaches out to external stakeholders to arrange webinars and workshops regarding the affected subject matter such as human trafficking, border issues, Controlled Substance Utilization Review and Evaluation System (CURES), cannabis, firearms, tobacco, racial profiling, and consumer protection. Sets up regulatory hearing locations, compiles public notification responses, and reaches out to impacted sections to gather analytical data to present to the Chief Deputy.
- 10%** Boards and Commissions Coordinator: Provides coordination, oversight, and monitoring of statewide Boards and Commissions in partnership with state, local law enforcement agencies and community organizations. Researches and makes recommendations for vacancies per the Boards and Commissions charters. Prepares swearing-in ceremonies, oaths for appointments and works with the Secretary of State's office on filings. Provides technical assistance to state advisory committees and task forces as needed. Prepares reports that can be incorporated by law enforcement agencies and community-based organizations to enhance their policies, procedures and trainings on topics that intersect with the Department of Justice.
- 5%** Performs back-up analytical services in the absence of the other analysts and the Executive office's other administrative staff.

I have read and understand the essential functions and typical physical demands required of 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 a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

