

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

### 1. POSITION INFORMATION

|                                         |                              |
|-----------------------------------------|------------------------------|
| CIVIL SERVICE CLASSIFICATION:           | WORKING TITLE:               |
| Analyst I                               | Operations Analyst           |
| NAME OF INCUMBENT:                      | POSITION NUMBER:             |
|                                         | 317-111-5157-001             |
| CBID/WWG/PROBATION:                     | UNIT NAME:                   |
| R01/ 2 / 12 Months                      | Administration               |
| SUPERVISOR'S NAME:                      | SUPERVISOR'S CLASSIFICATION: |
| Steven Foley                            | Supervisor I                 |
| SCHEDULE / SHIFT:                       | REVISION DATE:               |
| Monday – Friday / 8:00 a.m. – 5:00 p.m. | 7/2/2026                     |

**Duties Based on:** ☒ FT ☐ PT– Fraction \_\_\_\_\_ ☐ INT ☐ Temporary – \_\_\_\_\_ hours

### 2. REQUIREMENTS OF POSITION

**Check all that apply:**

- |                                                                                     |                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> EPA Section 608 Technician Certification                  |
| <input type="checkbox"/> State Issued Uniform                                       | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check     |
| <input type="checkbox"/> Requires DMV Pull Notice                                   | <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) |
| <input checked="" type="checkbox"/> Medical Examination/Testing                     | <input type="checkbox"/> Other ( <i>specify below in Description</i> )             |

**Description of Position Requirements:**

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

This position may be involved in governmental decisions that could potentially impact personal financial interests. As such, the appointee is required to complete Ethics training within 30 days of their appointment to ensure a comprehensive understanding of ethical obligations and responsibilities associated with this role.

See classification specifications.

### 3. DUTIES AND RESPONSIBILITIES OF POSITION

**General Statement:**

(Briefly describe the position's organizational setting and major functions)

Under the general supervision of the Supervisor I (Operations Manager), the Analyst I, working title Operations Analyst, performs a variety of analytical and administrative staff services in support of the California African American Museum's (CAAM) business operations. The incumbent researches operational issues, evaluates administrative processes, analyzes operational and procurement-related information, develops recommendations, and coordinates operational activities to support efficient business operations, compliance with applicable laws, regulations, policies, and departmental procedures, and informed management decision-making. The position serves as a liaison with internal staff, control agencies, vendors, contractors, and external partners to facilitate the effective delivery of administrative and operational services.

**Name of Incumbent**

Click to enter text

**Civil Service Classification**

Analyst I

**Position Number**

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| Percentage of Duties | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40 %                 | <b>Administrative and Analytical Support</b> – Provides analytical and administrative support to ensure CAAM's daily business operations are conducted efficiently. Maintains administrative databases, licenses, schedules, logs, spreadsheets, cloud-based platforms, and tracking systems supporting purchasing, inventory, rentals, exhibitions, public programs, meetings, procurement, and museum operations. Reviews records and operational data for completeness, accuracy, and data integrity; researches discrepancies; recommends corrective actions; prepares reports, meeting minutes, and supporting documentation; and evaluates administrative tracking methods to recommend improvements that enhance operational efficiency and support management decision-making. |
| 35%                  | <b>Purchasing and Procurement</b> - Supports procurement activities by preparing purchase requests, payment documentation, quotations, and supporting records in accordance with State and departmental procurement requirements. Reviews procurement documentation for completeness, accuracy, consistency, and compliance; tracks purchase requests, vendor services, expenditures, and order status; researches procurement issues; identifies discrepancies; coordinates corrective actions; maintains procurement records; and prepares status reports and analytical information to support operational planning and management decision-making.                                                                                                                                 |
| 10%                  | <b>Operational Analysis and Process Improvement</b><br>Evaluates administrative operations, customer service practices, and operational workflows to identify inefficiencies and opportunities for improvement. Analyzes operational information, develops recommendations to improve consistency and effectiveness, and presents process improvement options to management for consideration.                                                                                                                                                                                                                                                                                                                                                                                         |
| 5%                   | <b>Timekeeping</b><br>Serves as the departmental timekeeper and liaison by reviewing certified payroll records, timesheets, attendance documentation, and related records for completeness, accuracy, and compliance with departmental procedures. Researches and resolves routine discrepancies with supervisors, employees, Human Resources, and prepares supporting documentation to facilitate accurate payroll processing.                                                                                                                                                                                                                                                                                                                                                        |
| 5%                   | <b>Onboarding and Training</b><br>Coordinates onboarding and offboarding activities with Facilities, Information Technology, Human Resources, and program staff to facilitate timely employee transitions. Assists with maintaining and updating administrative procedures related to emergency preparedness and safety and coordinates or participates in employee training activities that support departmental operations.                                                                                                                                                                                                                                                                                                                                                          |
| Percentage of Duties | Marginal Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5%                   | Participates in museum special events and provides administrative support for special assignments as requested to support departmental operations and organizational objectives. Attends staff meetings, training, and professional development activities to maintain job knowledge and support operational effectiveness. Provides backup assistance for administrative functions during peak workloads, staff absences, or other operational needs and performs other related duties consistent with the classification, as assigned.                                                                                                                                                                                                                                               |

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**4. WORK ENVIRONMENT** (Choose all that apply)

Standing: Occasionally - activity occurs < 33%

Sitting: Continuously - activity occurs > 66%

Walking: Occasionally - activity occurs < 33%

Temperature: Temperature Controlled Office Environment

Lighting: Artificial Lighting

Pushing/Pulling: Occasionally - activity occurs < 33%

Lifting: Occasionally - activity occurs < 33%

Bending/Stooping: Occasionally - activity occurs < 33%

Other:

**In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.**

**Typical Work Environment:**

☐ Private Office    ☐ Cubicle    ☐ Shop    ☒ Assigned Area    ☐ Other:

**Telework Status:**

- ☒ Office-Based - 0% telework  
☐ Office-Centered - 20% telework (1 Day)  
☐ Exception - 40 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

**5. SUPERVISION EXERCISED:**

(List total per each classification of staff)

None.

**6. SIGNATURES**

**Employee's Acknowledgement:**

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation\*.

Employee's Name: *Click to enter text*

Employee's Signature:

Date:

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.*

Supervisor's Name: *Click to enter text*

Supervisor's Signature:

Date:

**Name of Incumbent**

Click to enter text

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**7. HR USE ONLY**

**HR Approval**

|                                                                                                |                      |               |
|------------------------------------------------------------------------------------------------|----------------------|---------------|
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. | HR Director Initials | Date Approved |
| <input type="checkbox"/> Exceptional allocation, STD-625 on file.                              | JL                   | 6/30/2026     |

**Reasonable Accommodation Unit use ONLY** (completed after appointment, if needed)

*\*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Form Routing:** After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.