

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	Executive Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	317-111-5157-002
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.	7/7/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| ☒ Conflict of Interest Filing (Form 700) Required | ☐ EPA Section 608 Technician Certification |
| ☐ State Issued Uniform | ☒ Requires Fingerprinting & Background Check |
| ☐ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☒ Medical Examination/Testing | ☐ 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 direction of the Supervisor I, Operations Manager, the Analyst I, under the working title of Executive Analyst, provides analytical, administrative, and operational support to the executive management team of the California African American Museum (CAAM). The incumbent conducts research and analysis, develops recommendations, and supports a range of executive, administrative, and operational activities, including scheduling, coordination of board administration and complex administrative processes, maintenance of records and reporting systems, support for procurement and contracting activities, and special projects that support museum-wide operations. The incumbent also serves as a backup for essential administrative functions.

Name of Incumbent

Click to enter text

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Analyst I

Position Number

317-111-5157-002

Percentage of Duties	Essential Functions
30 %	Executive and Administrative Support – Coordinates executive administrative functions, including scheduling, agency travel, reimbursements, meeting materials, and administrative reporting. Maintains the Executive Director's calendar, records, and administrative tracking systems in alignment with organizational priorities and the operational needs of the museum. Communicates information regarding the Executive Director's directives, priorities, and expectations related to board activities, museum operations, and internal and external coordination. Provides clear, accurate, and timely reports to executive leadership, management, board members, and staff to support project tracking, procurement activities, operational planning, and institutional coordination. Compiles, analyzes, and summarizes administrative information to assist management in monitoring operational priorities and making informed business decisions.
25%	Procurement, Purchasing, and Contract Support – Conducts research and analysis and develops informed recommendations for procurement activities related to programs, exhibitions, collections, administration, and general museum operations. Reviews and analyzes budget information to assess funding availability, drafts scopes of work, prepares standard forms, supports purchasing documentation, and ensures materials are complete for accounts payable processing. Assists with and coordinates competitive and non-competitive bidding activities, purchasing activities, and contract documentation from initial request through contract execution to completion. Reviews purchase orders, contracts, advertisements, invoices, and other business documents for accuracy, and completeness. Identifies discrepancies and elevates issues for management review as appropriate. Assists in monitoring procurement activities for consistency with departmental procedures, purchasing requirements, and applicable state guidelines.
25%	Records, Systems, and Reporting – Maintains databases, schedules, and tracking systems supporting exhibitions, meetings, procurement activities, special events, and museum operations. Utilizes Customer Relationship Management (CRM) systems, FI\$Cal, CalATERS, Asana, spreadsheets, cloud-based platforms, and other administrative systems to maintain records, update and track data, upload information, monitor projects, track expenditures, prepare reports, maintain contact records, conduct partner outreach, and support internal and external coordination. Prepares ad hoc reports, administrative materials, and executive-level documents related to museum operations, exhibitions, board meetings, and other institutional activities. Analyzes administrative and operational data to identify trends, monitors workload, and prepares recommendations for management consideration.
15%	Board Coordination – Provides administrative support for board procedures, board-related records, meeting materials, and board communications. Coordinates with CAAM's state-appointed Board of Directors to schedule meetings and travel, compile reports, post agendas, support meeting logistics, take minutes, and coordinate with Board counsel regarding public meeting laws, requirements, and related administrative processes.
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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317-111-5157-002

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: *Steven Foley*

Supervisor's Signature:

Date:

Name of Incumbent

Click to enter text

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7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines.

HR Director Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

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.