

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL SUPPORT OPERATIONS
LOS ANGELES
DUTY STATEMENT**

NAME:

JOB TITLE: Analyst II

WORKING TITLE: Project Analyst

POSITION NUMBER: 420-035-5393-007

STATEMENT OF DUTIES: Under the direction and supervision of the Supervisor II and indirectly the LSO Southern CA Manager, the Project Analyst is responsible for performing a wide variety of complex, technical and analytical staff work related to improvement, efficiency, and effectiveness of office processes and equipment/technologies. The Project Analyst will conduct analysis, make recommendations, put together and oversee various projects proposals, and assess efficacy of results. The Project Analyst is responsible for aiding the Supervisor II (Office Manager) in evaluating that legal services and support processes are applicable and relevant to the evolving legal field in a hybrid work environment.

SUPERVISION RECEIVED: Under the direction and supervision of the Office Manager.

SUPERVISION EXERCISED: None but will oversee functions assigned to Legal Support and Business Services and coordinate with various stakeholders.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Project Analyst may be required to sit for extended periods of time to operate a computer terminal, or stand and walk to direct and oversee assignments pertaining to office equipment and office contract related projects, etc. Office space is enclosed in a smoke-free environment.

TYPICAL WORKING CONDITIONS: In an office or remote work environment, home office or similar hybrid environment. The Project Analyst must have the ability to sit, type, rotate, and work at a computer workstation. May be required to report to the office periodically or for extended periods to assess assignments pertaining to office operations.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

30% Conducts analytical studies while working semi-independently and at the direction of the Supervisor II. This may include but is not limited to in-depth analysis of office

operations, and inter-office functions, in order to improve the effectiveness and efficiency of all services, support workflows and reporting procedures. Helps to identify resource utilization inefficiencies and identify areas for modernization within services and support workflows. Applies research analysis techniques and statistical analysis to generate logical recommendations using business writing. Generates and proposes solutions/recommendations to identified issues and inefficiencies. May liaise with other State agencies, groups and individuals as it relates to the analytical studies and projects. Gathers pertinent data from various sources including Department of Justice staff, Department of General Services, other State agencies, and other governmental agencies to support the analytical studies and projects. Develops and conducts presentations to senior management for review and decision making. Utilizes analytical software to assist with conducting timely analysis. Processes, refines and validates data to ensure quality control/assurance and transforms data into actionable information for senior management and executives.

- 30%** Leads and completes various projects and assignments in the office to address legal support and business services inefficiencies. Applies project management concepts and techniques to lead multiple internal and external stakeholders to achieve project goals and strategic initiatives. Develops and executes project plans. Manages a portfolio of projects to facilitate multiple office and departmental strategic initiatives and efforts to improve inefficiencies in various areas of the office or department. Troubleshoots issues as they occur that negatively impact and degrade completion or achieving the goals of the projects within the portfolio. Applies good judgement and self- initiative, where required, to overcome unanticipated or unidentified friction points. Develops milestones and metrics to measure and track project progress. Utilizes various project management software to monitor, assess, and/or report on project progress.
- 20%** Generates and submits various reports and studies, and provides senior management with summaries of project expenditures and adequacy of allocated resources and progress using MS Office software. Prepares written proposals and justifications to the Supervisor II and LSO Southern CA Manager for the acquisition of specific space and/or equipment needed to facilitate studies, analytics and project execution. Submits regular status/progress reports and executive summaries on the various studies and projects within the portfolio for senior management and executive review. Generates conclusions and arguments regarding the efficacy of strategic initiatives and efforts within the office. Leverages other software as needed to support (eg. Visio, CAD, Adobe, etc) and produce work products for the reports, studies, and presented conclusions and arguments.
- 10%** Assists with and develops training plans to help teams implement recommended improvements and/or solutions. Helps with the transition and rollout of new systems, processes or equipment to the various office teams. Coordinates and collaborates with other supervisors, management and key individuals to develop strategies, timelines, and materials needed to facilitate implementation of improvements. Liaises, as needed, between multiple teams to facilitate transitions, to include assisting with the coordination of outside vendors or other governmental organizations. Provides presentations, seminars, trainings and develops required products that will facilitate improvements. Undergoes the necessary training to be the office subject matter expert for new software and equipment in order to assist with implementation and rollout. As required, act as the lead for the improvement or rollout effort, answering questions, providing and coordinating support,

and/or troubleshooting concerns identified by the office teams.

MARGINAL FUNCTIONS:

10% Backs up and assists, as required, other analysts with projects and assignments. Troubleshoots and takes on other special assignments under the direction of the Supervisor II and LSO Southern CA Manager.

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.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Name (Print)

Date

Supervisor's Signature

Date