

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Analyst III	Working Title Legislative & Fiscal Policy Analyst
Employee Name	Position Number 799-251-5402-XXX
Project/Division Name Operations & Grants Program Support Division	Supervisor's Name Jonathan Robertson
Unit Click here to enter text.	Supervisor's Classification Supervisor II
Physical Work Location 925 L Street, Suite 1275, Sacramento, California	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ Requires Fingerprinting & Background Check ☐ May be Required to Work in Multiple Locations ☐ Other (<i>specify below in Description</i>) Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.): Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Under the general direction of the Deputy Director and direct supervision of the Supervisor II, the Analyst III (Legislative and Fiscal Policy Analyst) serves as the technical legislative and budget advisor to the executive members of OYCR. This position performs independent, sophisticated, complex, and varied analytical tasks related to OYCRs legislative bill assignments and operational budget, including coordinating OYCRs response to legislative and budget drills, acts as OYCRs Subject Matter Expert (SME) in program engagement with California Health & Human Services Agency (CalHHS) Legislative Team, Governor's Office, and State Legislature, CalHHS' Budget Officer and other statewide partners. Attends legislative hearings and budget briefings, reviews and analyzes OYCRs policy and budget requests and collaborates with OYCR leadership and CalHHS. The Legislative and Fiscal Policy Analyst is required to consistently exercise a high degree of initiative, creativity and originality; demonstrate tact and good judgment; communicate effectively; develop and maintain effective and cooperative working relationships; work under pressure to meet deadlines and be flexible to changing priorities; maintain consistent, predictable attendance in the performance of all the functions related to OYCRs legislative, fiscal, and budget workstreams. The Analyst III performs the following duties:	
Percentage of Duties 40%	Essential Functions <u>Legislative:</u> Conducts the most complex and sensitive analysis and review of OYCR's legislative proposals, bill analyses, and enrolled bill reports assigned by CalHHS or identified for internal awareness, applying advanced analytical research and subject-matter expertise (SME) to develop comprehensive, timely, and well-substantiated recommendations regarding departmental positions for the Supervisor II, Deputy Director, and acts as OYCRs point of contact for CalHHS Legislative Affairs. Independently identifies legislation requiring OYCR review and determines the depth and scope of analysis needed, exercising a high level of judgment and technical assistance. Reviews and analyzes additional legislation with minimal direction, serving as a lead resource for legislative interpretation and policy impact. Under broad guidance from the Deputy Director or Supervisor II, initiates and maintains high-level consultations with the Governor's Office, CalHHS departments, the Department of Finance, legislative staff, public agencies, and stakeholder organizations to gather information, reconcile policy considerations, and ensure alignment with the mission and goals of OYCR. Prepares highly visible and complex daily, weekly, and monthly legislative reports for review by the Supervisor II and Deputy Director regarding the outcome of OYCR tracked legislation, to be submitted to

	CalHHS Legislative Affairs, the Governor's Office, and other executive stakeholders informed by monitoring legislative committee hearings and floor sessions and attending bill meetings. The Analyst III independently initiates and coordinates information-gathering with OYCR Division Chiefs and external departments, exercising advanced analytical judgment to validate data, reconcile inconsistencies, and ensure that all analyses/reporting are accurate, comprehensive, and of high quality. The Analyst III leads and provides expert-level training, guidance, and direction to OYCR team members on bill analyses, legislative tracking, budget change concepts/proposals, and legislative requirements, functioning as a technical assistance expert for complex legislative reporting processes. Communicates with OYCR and CalHHS personnel orally and in writing on legislative issues and concerns, including discussions regarding the consistency of OYCR legislative recommendations and Administration policy. Additionally, the Analyst III prepares and submits OYCR's annual report contributions related to legislative activities, applying extensive subject-matter knowledge and ensuring alignment with Administrative policies, statutory mandates, and organizational priorities.
35%	<u>Fiscal/Budget:</u> The Analyst III independently performs and coordinates highly complex fiscal activities related to the development, preparation, justification, and administration of OYCR's annual budget and ongoing resource needs. Independently leads the development, drafting, and implementation of Budget Change Proposals (BCPs) and other resource requests for OYCR. Serves as the department's technical expert on the State Budget process, providing advanced fiscal analysis, policy evaluation, and strategic recommendations to support organizational priorities. Coordinates all phases of BCP development, including identifying resource needs, collaborating with Division leads and CalHHS Budget Officer to conduct complex fiscal and policy research, developing workload justifications, preparing multi-year cost estimates, and drafting required budget documentation in accordance with Department of Finance (DOF), CalHHS, and Administration requirements. Represents OYCR in coordinating directly with DOF, CalHHS, legislative staff, and internal OYCR leadership to clarify proposals, provide technical information, and ensure alignment with statewide budget policies and fiscal controls. Independently resolves complex analytical issues, reconciles data inconsistencies, and ensures all proposal materials are accurate, comprehensive, and submitted within required timelines. Provides expert technical guidance and training to OYCR staff on the budget process, BCP standards, fiscal analysis methodologies, and resource justification requirements. Leads the development and maintenance of templates, tools, and internal procedures to improve the quality and consistency of OYCR budget submissions – including supporting OYCR Directorate at budget hearings. Tracks the progress of OYCR BCPs through DOF review, legislative budget hearings, and enactment as well as budget impact to OYCR from the Governor's Annual Budget, advising the Supervisor II and Deputy Director on changes, risks, and required follow-up actions.
20%	Independently performs complex budgetary and legislative assignments for the OYCR Directorate, including special projects related to health and human services initiatives, youth justice efforts, proposed legislation, and budget items. Analyzes and prepares accurate fiscal and policy information in response to public, legislative, and budget inquiries involving high-profile or sensitive OYCR/CalHHS initiatives. Conducts advanced research on applicable laws, regulations, and policies and develops well-supported recommendations for executive leadership. Prepares and delivers clear analytical briefings, presentations, and written materials for OYCR and CalHHS leadership, department directors, and external partners. Develops concise briefing materials and white papers for executive and legislative audiences, applying expert-level policy and analytical judgment. Leads in regular legislative and budget status meetings with program and CalHHS staff and attends procurement specific meetings as needed.
5%	Other duties as required, as appropriate for the classification.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: Click here to enter text.	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

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

Supervisor's Name (Print)

Supervisor's Signature

Date

**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**