

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BARGAINING UNIT: 1

EMPLOYEE:	CLASS TITLE: Analyst II WORKING TITLE: AI Cybersecurity Policy Analyst	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Homeland Security Division / California Cybersecurity Integration Center / Cyber Policy and Strategy Planning Team	POSITION NUMBER: 163-420-5393-xxx (62026)	CBID: R01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: ☐ 6 Mos. ☐ 12 Mos. ☒ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Analyst II, Artificial Intelligence (AI) Cybersecurity Policy Analyst is under direction of the California Cybersecurity Integration Center (Cal-CSIC) Commander; however, directions and assignments may also come from the Lead Cyber Policy and Strategy Planner when designated.

2. SUPERVISION EXERCISED:
N/A.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Frequent sitting for long periods of time in an office-setting environment with the use of a telephone and personal computer. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Occasional travel may be required. Overtime/irregular hours may be required in an emergency or non-steady state operations.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Contacts are primarily with California Governor's Office of Emergency Services (Cal OES) managers, supervisors, and staff within the program area, including Cal-CSIC technical subject matter experts. Contacts also include the California Department of Technology (CDT), other state departments, control agencies, federal partners, and external stakeholders and organizations involved in AI policy and governance. Develops and maintains cooperative and collaborative working relationships with all people and agencies contacted in the course of work.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Errors in judgment, analysis, coordination, or documentation may result in inaccurate recommendations, incomplete or delayed reports, missed deadlines, inconsistent program guidance, and reduced effectiveness of statewide policy and program implementation efforts. Inaccuracies could lead to program confusion, loss of credibility, or the need for additional review and correction. Because the work supports sensitive policy and program activities, errors may have broader impacts on departmental decision-making and compliance efforts.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Joint Field Office (JFO), or other similar location to provide assistance in emergency response and recovery activities. All staff may be required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively and cooperatively under pressure; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Cal-CSIC Commander and when designated the Lead Cyber Policy and Strategy Planner, the Analyst II performs varied and complex analytical work in support of AI cybersecurity policy, program coordination, reporting, and implementation activities. The incumbent researches and analyzes federal requirements, state policy, industry best practices, and stakeholder input; collaborates with Cal-CSIC technical subject matter experts, CDT, and other control agencies; prepares written summaries, recommendations, and status updates; and supports management in developing policy and program guidance. The position is responsible for independently carrying out complex analytical assignments related to policy analysis, program planning and support, stakeholder coordination, reporting, and continuous improvement within the program area.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	POLICY RESEARCH AND ANALYSIS Researches and analyzes federal requirements, state policies, legislative direction, industry best practices, and stakeholder input to ensure the development of informed and compliant AI cybersecurity, governance, and emerging technology policies. Reviews and synthesizes information from multiple sources; identifies issues, gaps, and implications; and prepares written findings, options, and recommendations for management consideration. Supports the development and refinement of policy and procedural guidance, including draft language for playbook sections, internal guidance documents, and related program materials within the scope of the position.
30%	PROGRAM COORDINATION AND PLAYBOOK DEVELOPMENT Coordinates and supports the development and ongoing maintenance of the California AI Cybersecurity Collaboration Playbook. Tracks deliverables, timelines, comments, and project milestones; monitors status and follows up with staff to keep assignments on schedule. Works with internal program staff, Cal-CSIC technical subject matter experts, and other partners to gather information, clarify program needs, and incorporate relevant input into playbook content, implementation tools, and other written products. Assists in planning and conducting meetings, workgroups, consultation sessions, and documents decisions, action items, and next steps.
20%	REPORTING, DOCUMENTATION, AND BACKUP SUPPORT Prepares briefing materials, issue papers, talking points, meeting summaries, status reports, and draft sections of guidance or playbook updates related to AI governance activities. Compiles, organizes, and reviews information for accuracy, completeness, and consistency, and ensures materials are formatted and packaged for management review and distribution. Provides backup analytical support to related program reporting and documentation assignments as needed, including assisting with review of submissions, tracking of deadlines and deliverables, and drafting or editing content for reports and other program documents.
10%	STAKEHOLDER ENGAGEMENT AND CONSULTATION Participates in stakeholder outreach and consultation activities with Cal-CSIC partners, CDT, other state departments, control agencies, and external stakeholders. Helps plan and support stakeholder sessions; gathers and documents input, questions, and concerns; and synthesizes feedback into clear summaries and recommendations for program use. Communicates ideas and information effectively in meetings and in writing, and assists in maintaining collaborative relationships that support development, implementation, and continuous improvement of program activities.
Percent of Time	ESSENTIAL FUNCTIONS
5%	OTHER JOB-RELATED DUTIES AS REQUIRED Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (e.g., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); (c) participating in professional development trainings and (d) attendance at staff meetings.

ADDITIONAL INFORMATION

The ideal incumbent demonstrates strong analytical, organizational, and written communication skills and can independently perform varied and complex assignments involving policy research, program support, and stakeholder coordination. The incumbent should be able to review and synthesize information from multiple sources, identify issues and implications, develop options and recommendations, and prepare clear, concise written products for management review.

The ideal incumbent should also possess the ability to interpret and apply laws, regulations, policies, and procedures; manage multiple assignments and deadlines; and maintain effective working relationships with internal and external partners, including technical subject matter experts, control agencies, and other stakeholders. Experience with policy analysis, legislative or regulatory review, report writing, program planning, meeting coordination, and development of guidance or other program documentation is highly desirable.

Experience in any of the following areas is highly desirable: policy or legislative analysis; development or implementation of policy guidance, playbooks, or similar program documents; report and briefing writing for executive or legislative audiences; work with confidential or sensitive information; and coordination of multi-stakeholder projects, workgroups, or programs.

Working knowledge of the functions and organizations of California state government is preferred.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☒	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☐	☒
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: Stairs.	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals, and materials.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS: Office environment.	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☒	☐	☐	☐

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of Cal OES's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service/Exempt Title