

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

EMPLOYEE:	CLASS TITLE: Analyst II WORKING TITLE: Data Reporting Analyst	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Homeland Security Division / Policy	POSITION NUMBER: 163-410-5393-xxx	CBID: R01
TENURE: Permanent	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 is under direction of the Homeland Security Policy Chief, Supervisor II.
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 California Cybersecurity Integration Center (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 Artificial Intelligence (AI) safety reporting, AI policy, and governance. The incumbent develops and maintains cooperative and collaborative working relationships with all individuals 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 summaries or recommendations, incomplete or delayed legislative or program reports, missed deadlines, inconsistent reporting processes, and reduced effectiveness of statewide AI safety reporting efforts. Inaccuracies could lead to program confusion, loss of credibility, or the need for additional review and correction, and may affect how critical AI safety incident information is communicated to decision-makers and other stakeholders. Because the work supports sensitive reporting and policy activities, errors may have broader impacts on departmental decision-making, transparency, and compliance with statutory and policy requirements.

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), Area Field Office (AFO), 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 Homeland Security Policy Chief, Supervisor II, the Analyst II performs varied and complex analytical work in support of Cal OES responsibilities for artificial intelligence (AI) safety reporting and related statutory and policy requirements. The incumbent assists with the design and administration of public-facing and confidential reporting processes for critical AI safety incidents, reviews and analyzes submitted reports, compiles and summarizes information, and prepares draft annual legislative reports and other written products. The incumbent collaborates with Cal-CSIC staff, CDT, other state departments, and external stakeholders to gather information, clarify reporting needs, and support implementation of AI safety reporting and governance activities. The position is responsible for independently completing complex analytical assignments related to reporting, compliance support, stakeholder coordination, data analysis, 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%	REPORTING PROCESS DEVELOPMENT AND OVERSIGHT Supports the design, documentation, and ongoing refinement of public-facing and confidential reporting processes for critical AI safety incidents and other AI-related reporting requirements. Drafts and updates procedures, instructions, and guidance materials to help developers and members of the public submit clear, complete reports. Coordinates with Cal-CSIC staff, CDT, program leadership, and other control agencies on the design and refinement of reporting processes to ensure alignment with statutory and policy requirements and program objectives. Monitors the reporting processes for usability and clarity and recommends improvements to increase the quality, completeness, and consistency of submissions.
30%	REVIEW AND ANALYSIS OF REPORTED INCIDENTS Receives, logs, and reviews incident reports and related materials for completeness, clarity, and alignment with established program criteria. Analyzes the content of submissions to identify key facts, issues, trends, and potential areas of concern, and prepares written summaries and issue descriptions for management review. Coordinates with program, legal, and policy staff, and consults with technical subject matter experts as needed, to clarify information and ensure reports are routed appropriately. Identifies recurring gaps or issues in submissions and recommends updates to instructions, forms, or processes to improve the quality and relevance of reported information.
20%	DATA COMPILATION, ANALYSIS, AND LEGISLATIVE REPORT PREPARATION Compiles, organizes, and condenses information from incident reports and related sources for use in annual legislative reports and other required program reporting. Conducts analysis to identify patterns, themes, and important issues related to AI safety incidents and program activities. Drafts narrative sections of legislative and program reports, including summaries of trends, program actions, and findings derived from compiled data, and prepares simple charts or tables as needed from collected information. Ensures that data used in public-facing documents is privacy protected and consolidated in accordance with program requirements and confidentiality expectations.
10%	STAKEHOLDER COORDINATION AND PROGRAM SUPPORT Coordinates with internal and external partners, including Cal-CSIC, CDT, other state departments, and relevant stakeholders, on implementation of reporting processes, program timelines, and follow-up actions to support AI safety reporting and related program activities. Participates in meetings and workgroups to gather input on reporting needs, clarify roles and responsibilities, and share updates on program timelines and deliverables. Assists in developing meeting materials, talking points, and follow-up documentation. Supports continuous improvement by documenting feedback, identifying opportunities to streamline reporting processes, and recommending program enhancements within the scope of the position.
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 and writing skills and can independently perform varied and complex assignments involving incident report review, data analysis, and legislative report preparation. The incumbent is able to interpret and apply laws, regulations, policies, and procedures related to AI safety reporting and other program requirements; evaluate information from multiple sources; identify issues and trends; and develop clear, well-supported recommendations for management.

The ideal incumbent possesses excellent written and verbal communication skills and can translate complex or technical information into clear narrative summaries, issue papers, and report language tailored for executive and legislative audiences. The incumbent is detail-oriented and able to compile, organize, and validate information while maintaining confidentiality and protecting sensitive data.

Must be highly organized, can manage multiple assignments and deadlines, and is comfortable tracking submissions, timelines, and deliverables in a fast-moving environment. The position requires the ability to work collaboratively with internal and external partners, including program staff, legal and policy staff, Cal-CSIC, CDT, and other stakeholders, while maintaining professionalism and sound judgment when handling sensitive or emerging issues.

Experience in any of the following areas is highly desirable: policy or legislative analysis; report writing for executive or legislative audiences; development or administration of reporting or intake processes; work with confidential or sensitive information; and coordination of multi-stakeholder projects 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