

Department of Consumer Affairs

Position Duty Statement

HR-041a (new 7/2015)

Classification Title	Board/Bureau/Division
Analyst II	California State Athletic Commission
Working Title	Office/Unit/Section/Geographic Location
Analyst II	Sacramento
Position Number	Name and Effective Date
617-110-5393-003	

General Statement

Under the direction of the Assistant Executive Officer (AEO) and the Executive Officer (EO), the Analyst II performs the more complex analytical assignments for the program. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENT [Essential (E) / Marginal (M) Functions]:**30% ADMINISTRATIVE Contract Procurement Coordinator (E)**

- Prepare and coordinate contracts for services and interagency agreements, solicit invitations for bid, draft bids and prepare and monitor contract request packages. (5%)
- Continuously monitor contract agreements to ensure the services rendered are meeting the agreed specification (services and costs) or need to be amended for a new agreement.
- Evaluate contract and purchase requests to ensure compliance with the State Administrative Manual (SAM), Department of General Service (DGS) and Department of Consumer Affairs (DCA) procurement guidelines. Scrutinize office supply purchases and athletic inspector supply expenses ensuring compliance with policy and procedures; validate Cal-Card expenditures for immediate purchases ensuring compliance.

25% EVENT PREPARATION (E)

- Research fight records for suspensions and any requirements that must be met in order for suspension to be lifted. Maintain open communication with the Executive Officer, Assistant Executive Officer and Promoter regarding any potential issues with bouts or athletes. Ensure the number of rounds scheduled for an event meets the Athletic Commission requirements.
- Receive and evaluate medical and liability insurance policies submitted by licensed Promoters prior to all events to determine appropriate coverage amounts and deductibles as set forth in insurance documents.

10% Human Resources

- Assist employees in preparing personnel forms including health, dental, vision, and Employee Action Request forms. Prepare 'new hire' and 'transfer' employee packets and ensure that all required forms, policies and procedures are issued to and completed by the new employees prior to submission to OHR. Interpret and apply State civil service laws and regulations, Bargaining Unit Contracts and departmental

policies and procedures regarding personnel issues and ensure compliance and consistency.

- Assist management to determine program deficiencies and communicate with Classification and Pay Analyst to resolve issues regarding recruitment, allocation, and discipline. Prepare screening and rating criteria, advise management on appropriate and effective interview questions, interviews, managing job bulletin advertising; may participate on interview panel; ensure appropriate documentation is included in hiring package.
- Research, analyze, respond to requests from employees, management and DCA training unit; provide recommendations to management regarding training available and appropriate for new and existing staff. Coordinate with DCA SOLID office to schedule training. Develop and maintain a tracking system to monitor, notify and follow up with management regarding training requirements for new and existing employees and Commission members. Archive records of training, including course content, the training and number of staff attended.

10% ADMINISTRATIVE ANALYSES (E)

- Develop and implement procedures, policies, and program alternatives, make recommendations on administrative and program-related problems. Develop plans to enhance operations and automate and streamline work. Assess staffing needs and provide factual input to management regarding staff performance and training needs.

10% DEVELOP DETAIL REPORTS (E)

- Gather, tabulate, and analyze licensing data; prepare monthly reports for comparison analysis on combative sports, provide summary reports to management.
- Develop new types of reports for varied outcomes when additional information needs to be measured or analyzed.

5% CONSULTATION ON EXCEPTIONAL APPLICATIONS (E)

- Assist with the review of the licensing evaluator functions to ensure compliance with Commission statutes, regulations and policies, including interpretation of statutes and regulations and Commission policies.

5% CORRESPONDENCE (M)

- Research and apply the California Code of Regulations and Business and Professions Codes to appropriately respond to correspondence received through the Commission's email account from industry stakeholders, licensees, applicants and the general public.
- Research and respond to the more complex written and telephone inquiries from interested parties on Commission regulatory provisions, policies and procedures, including requests for information from the Department of Consumer Affairs, the Agency Secretary, the Governor's Office and other State agencies on behalf of the Commission.

5% ADDITIONAL DUTIES (M)

- The incumbent will assist the Assistant Executive Officer in the development of regulation changes or updates and legislation; Perform other related duties as required.

B. SUPERVISION RECEIVED

The Analyst II reports directly to and receives the majority of assignments from the AEO; however, direction and assignments may also come from the Commission's Executive Officer.

C. SUPERVISION EXERCISED

None.

D. ADMINISTRATIVE RESPONSIBILITY

None.

E. PERSONAL CONTACTS

The Analyst II interacts with peers, the Executive Officer, the Assistant Executive Officer, Commission Members, officers from private agencies, employees from various units in the Department of Consumer Affairs, applicants for licensure, licensees, and the consumers of California. Analyst II must exercise good judgment and sensitivity in communication with individuals. The Analyst II must be able to negotiate with other government agencies to ensure the needs of the Commission are being met.

F. ACTIONS AND CONSEQUENCES

Failure to perform assigned duties accurately and in a timely manner could adversely impact the operations of the Commission and a licensee's ability to sanction events.

G. FUNCTIONAL REQUIREMENTS

No specific physical requirements are present. The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. OTHER INFORMATION

Incumbent must possess good communications skills, use good judgment in working with consumers, licensees, commissioners, expert consultants, law enforcement agencies and other outside agencies, exercise creativity and flexibility in working with management in problem solving sessions, make effective use of time and resources available, and be responsive to management needs. The incumbent must also use strong interpersonal skills to support the achievement of the goals and objectives of the Executive Officer and the Commission and maintain good working relationships with staff and management. This position has access to confidential or sensitive information related to consumers of Commission services and/or employees of the Commission. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times.

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 equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable

accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

_____, Analyst II

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Patrisha Blackstock, Assistant Executive Officer

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