DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-410-5402-001	**Date:**
Class: Analyst III	**Name:**

Under the direction of Manager I in the Equal Employment Opportunity Office, this position is responsible for managing and conducting complex and confidential administrative investigations in support of the activities and responsibilities for CalVet. The incumbent must maintain the highest degree of confidentiality, communicate effectively, and demonstrate consistency, reliability and excellent, responsive customer service.

Percentage of time performing duties:	**ESSENTIAL FUNCTIONS**
40%	Conduct in-depth, confidential, timely investigations related to EEO matters such as discrimination, harassment, and retaliation. Research and understand laws, rules, regulations regarding discrimination, harassment, and retaliation. Understand and utilize the EEOs investigation templates, guides, workflows, timelines and processes and perform completed staff work on all final products. Manage caseload. Perform complainant intakes; create investigation plans and strategies including but not limited to allegations and additional relevant information, interview lists and questions. Gather and analyze facts; interview complainants, respondents and witnesses; obtain and maintain relevant records; compile chronological histories. Present findings to management. Prepare comprehensive, confidential investigative reports including but not limited to: thorough evaluation and analysis of allegations, facts, witness testimonies, policy violations and other relevant information. Write initiation and closure letters and additional relevant correspondence. Work in collaboration with external compliance agencies and other outside entities. Coordinate with CalVet units including but not limited to program areas, Human Resources, Legal, and the Executive Office. Travel as required.
20%	Answer inquiries and maintain detailed records including complaint logs and correspondence via phone, email and in-person. Enter EEO complaint information into Discrimination Complaint Tracking System (DCTS). Ensure all DCTS security and access guidelines are adhered to. Ensure all related files and work products are stored and kept in accordance with established standards and/or the state retention schedule. Produce and analyze relevant reports and data to identify patterns, trends or areas for improvement and present findings to management.
20%	Participate in the development of mandatory EEO training and independently or as part of a team present training to CalVet staff, which includes sensitive and complex subjects.
15%	Attend staff meetings and client meetings regarding pending cases. Make travel arrangements and prepare travel claims.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-410-5402-001	**Date:**
Class: Analyst II	**Name:**

PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; providing verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Travel; within agency/home to various units.			X		
SITTING: Workstation, meetings and training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Determine needs of management and provide information; prepare various reports and documents; gather data; research and analyze statistical information.					X
COMPREHENSION: Understand and interpret data; understand laws, rules, policies and procedures, content of meetings, training and work discussions.					X
WORKING INDEPENDENTLY: Must be able to work alone and apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS.					X
LIFTING 10-25 LBS.		X			
LIFTING 25-50 LBS.		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from desk printer.				X	
CARRYING: Transport documents, mail.		X			
CLIMBING: Stairs		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Travel, special events.			X		
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed in this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____Date _____

Supervisor signature _____ Date _____

Human Resources signature _____Date_____