

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31021	DGS DIVISION / OFFICE or CLIENT AGENCY CA Commission on the Status of Women and Girls	
UNIT NAME Administration	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 925 L St. Suite 345 Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 329-001-5393-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8AM-5PM	TENURE Permanent	
WORKING TITLE Operations Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION☐ Rank and File☐ Supervisor☐ Specialist☐ Office of Administrative Hearings☒ Client Agency

The Commission on the Status of Women and Girls (Commission) works in a culturally inclusive manner to promote equality and justice for all women and girls by advocating on their behalf with the Governor, the Legislature and other public policymakers, and by educating the public in the areas of economic equity including educational equity, access to health care including reproductive choice, violence against women and other key issue areas identified by the Commission as significantly affecting women and girls.

POSITION CONCEPT

Under the direction of the Director of Fiscal and Administration (Supervisor II), the Administration Unit Analyst II serves as the primary administrative coordinator for Commission operations. The Analyst II provides high-level analytical and administrative support to ensure effective functioning of Commission meetings, member engagement, and internal business processes. This position acts as the liaison to Commissioners, managing all requirements of the Bagley-Keene Open Meeting Act compliance, including the development, posting, and retention of agendas, meeting notices, minutes, and public materials. The Analyst II prepares and distributes board packets, tracks Commission-wide events and activities, and maintains shared calendars and SharePoint resources.

The Analyst II supports Commissioners with travel and per diem processes and assists staff across the organization with monthly time card coordination. The Analyst II maintains inventory of office equipment and supplies, monitors administrative needs, and supports procurement and travel activities under the guidance of the Business Operations Lead (Analyst III). This role requires strong organizational skills, attention to detail, the ability to manage sensitive information, and a commitment to delivering responsive and accurate administrative support to both internal staff and external stakeholders.

☐ Medical Clearance☐ Background Clearance☐ Typing☐ DMV Pull Notice☐ Drug Testing**SPECIAL REQUIREMENTS**☐ Vehicle Home Storage Permit☐ Driver's License and Class (specify below in Description)☐ Certificate (specify below in Description)☐ Professional License (specify below in Description)☐ Other (specify below in Description)**Telework**

The employee must reside in California.

ESSENTIAL FUNCTIONS

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
35%	Serves as the primary administrative and communications liaison for up to seventeen Commissioners and their designated staff. Maintains ongoing, professional communication through email, telephone, and text to provide timely information regarding meeting logistics, attendance confirmation, updates or changes, events, and general Commission activities, in compliance with the Bagley-Keene Act. Coordinates the distribution of all meeting materials, including agendas, board packets, meeting minutes, and public information documents, in accordance with Bagley-Keene. Supports Commissioners by assisting with travel reservations, reimbursement submissions, per diem requests, and other administrative needs related to Commission participation. Ensures all Commissioner interactions and processes adhere to established state policies and internal procedures. Acts as the Commission's subject-matter expert for the Bagley-Keene Open Meeting Act. Oversees all compliance requirements, including the preparation, review, and public posting of meeting agendas, notices, board packets, meeting materials, and minutes within statutory timelines; via consistent utilization of WordPress to post on the public website, ensuring publishings are accessible per applicable federal and state law. Responsible for the development and both internal and external distribution of meeting materials, including meeting agendas, full board packets, and ensuring all individual board reports are completed by responsible staff by each deadline. Attends all Commission, committee, subcommittee, and Ad-Hoc committee meetings to ensure accurate documentation (meeting minutes) and procedural compliance. Provides ongoing guidance, reminders, and informal training to Commissioners and staff on Bagley-Keene requirements, and communicates any legal or procedural changes that impact Commission operations. Serves as the primary conduit between the Commission, Commissioners, and the public on matters related to open meetings and public transparency.
20%	Maintains, updates, and oversees all Commission event and activity tracking systems, including SharePoint-based trackers and Outlook calendars. Inputs all new Commission events, meetings, deadlines, and activities into designated tracking tools and ensures information is accurate, current, and aligned across platforms. Coordinates with responsible staff to confirm required actions are completed on time, following up regularly to prevent missed deadlines and ensure effective time management across the organization. Transfers scheduled events and Commission activities from internal trackers to Outlook calendars for Commissioners and staff as needed, ensuring clarity and consistency in scheduling. Monitors all upcoming events for potential Bagley-Keene Open Meeting Act implications and ensures statutory timelines for public posting, noticing, and material preparation are met. Collaborates with staff to verify that preparatory tasks, documentation, and follow-up items associated with tracked events are completed accurately and on schedule. Responsible for management and reporting of all internal administration forms submitted primarily through Microsoft Forms. Provides ongoing administrative support to maintain organized, transparent, and reliable scheduling and information-management systems.
20%	Manages office inventory and resource needs to ensure smooth daily operations. Maintains accurate records of all equipment, technology, and office supplies; tracks usage; and coordinates ordering, replacement, repair, or surplus activities in accordance with state procurement and property guidelines. Responsible for submission on general IT and non-IT commodity orders. Serves as the primary point of contact for staff regarding supply needs and equipment availability, ensuring that workspaces remain functional and well-supported. Provides routine personnel-related administrative support to staff and supervisors. Assists employees with monthly time card preparation and submission by tracking deadlines, answering questions, and liaising with HR or

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

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PERCENTAGE	DESCRIPTION
	payroll staff on routine timekeeping issues. Supports the Supervisor II in hiring manager tasks such as calling applicants to schedule interviews and collect basic information. Supports on-boarding and general personnel processes by helping staff navigate basic administrative requirements, completing simple documentation, and directing employees to the appropriate resources or personnel for specialized matters. Ensures all assistance aligns with departmental policies, bargaining unit rules, and established internal procedures.
15%	Provides ongoing administrative, logistical, and operational support across the Commission to ensure efficient and effective daily functioning. Assists administration and staff with routine tasks such as preparing correspondence, organizing digital and physical files, updating internal documentation, reviewing and proposing revisions to various written materials, and supporting small administrative projects. Helps coordinate internal communication by distributing information, routing inquiries, and directing requests to appropriate staff. Assists with the implementation of administrative procedures, supports special projects as assigned, and contributes to continuous improvement of office processes. Performs other essential duties as needed to support Commission operations and maintain a responsive, well-organized administrative environment.
5%	Responsible for coordinating mail services for the office. Duties include scheduling and managing mail-related appointments; ensuring on-site presence during designated times to receive incoming packages and deliveries; communication with facility management for scheduling large deliveries; and preparing and processing outgoing mail through USPS and FedEx. Provides general support to ensure timely, accurate, and secure handling of all mail services.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs marginal functions and other related duties as required to support the overall operations of the Commission. Provides occasional back-up support during staff absences or peak workloads, assists with low-priority administrative tasks, and contributes to special projects or assignments as directed. Completes ad-hoc tasks that arise to ensure continuity of operations and to maintain an efficient, responsive administrative environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 20 % of the time to various locations and may include overnight travel by various methods of transportation.

This position is Hybrid and eligible for telework up to four (4) days per week and required to report to the office a minimum of one (1) day a week or as needed/required in accordance with CCSWG's Telework Policy. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personal computer applications, telecommunications equipment, Internet, voice mail, etc. and legal research applications.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- Occasional overtime may be required.
- Up to 20% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed**DESIRABLE QUALIFICATIONS**

- Strong organizational skills with the ability to manage multiple priorities, deadlines, and complex scheduling needs in a fast-paced environment.
- Excellent written and verbal communication skills, including the ability to interact professionally with Commissioners, staff, and members of the public.
- Experience working with the Bagley-Keene Open Meeting Act or similar open meeting/public transparency requirements, or the ability to quickly learn statutory compliance procedures.
- Demonstrated ability to produce accurate, high-quality agendas, minutes, board packets, and other official documents with strong attention to detail.
- Experience maintaining administrative tracking systems, including SharePoint sites, Outlook calendars, and collaborative project trackers.
- Strong follow-through and the ability to independently track tasks, ensure deadlines are met, and proactively remind others of required actions.
- Familiarity with state travel, reimbursement, per diem, and procurement processes.
- Ability to maintain confidentiality and handle sensitive information with professionalism and discretion.
- Strong customer-service mindset, with the ability to support diverse stakeholders and respond promptly to questions and requests.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, SharePoint, Teams) and the ability to learn new software tools quickly.
- Demonstrated reliability, initiative, and the ability to work collaboratively as part of a small administrative team.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED