

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Office of Policy & Administration/ Civil Rights & Equal Employment Opportunity	POSITION NUMBER: 163-180-5393-005 (11897)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Analyst II is under the direction of the Office of Civil Rights and Equal Employment Opportunity (EEO) Manager (Supervisor II) for the California Governor's Office of Emergency Services (Cal OES).
2. SUPERVISION EXERCISED:
N/A
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
This position requires prolonged sitting in an office setting environment under artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent works up to 40 hours per week, with possible overtime in the event of an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with U.S. Department of Justice, Department of Homeland Security, California Civil Rights Department (CCRD), Equal Employment Opportunity Commission (EEOC), California Occupational Safety and Health Administration (Cal/OSHA), Cal OES employees, Office of the Director, managers, supervisors, and other state and federal agencies.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of the position effectively could result in the department's failure to comply with various EEO and Workplace Violence Prevention (WVP) regulations and mandates, creating legal and financial liability.
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), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is 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 & cooperatively under the

(CONTINUED)- EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: pressure of short leave time; 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 Governor's Office of Emergency Services (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:

Cal OES is committed to providing equal access to employment, upward mobility opportunities, and a work environment free from discrimination, harassment, and retaliation.

Under the direction of the Supervisor II, in the Office of Civil Rights and EEO Programs, the Analyst II will support the successful development and administration of a variety of EEO and WVP programs, assisting with day-to-day activities and responsibilities to ensure Cal OES is compliant with various laws, rules and policies in these domains. This position serves as a Subject Matter Expert (SME) in civil rights and EEO programs.

The incumbent's primary function is support and administer EEO programs such as workforce demographic analysis, training campaigns, the Upward Mobility (UM) Program, the Limited Examination and Appointment Program (LEAP) alternative hiring process for people with disabilities, language access services, and managing EEO compliance for Cal OES grantees. This position also supports the investigatory process by handling consultations, intakes, and less complex investigations, and acting as a liaison for external investigators.

The incumbent's secondary function involves supporting WVP Plan implementation through such activities as coordinating with WVP team members in the organization, creating and maintaining records, and supporting the investigative process.

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
20%	Act as the department's UM Program coordinator. Assess, review, evaluate and develop goals for the UM Program in accordance with applicable laws and regulations. Review and coordinate processing and approval of employee UM Program plans. Act as a resource to departmental supervisors/managers when preparing UM Program career development plans. Report the UM Program activity and goals annually to Cal HR through the Workforce Analysis, including the number of employees in the program. Coordinate with the Human Resources (HR) Division to identify resources related to assisting employees in meeting their career development plans.
20%	Act as an investigator for EEO and WVP complaints. Respond to reports and inquiries, complete intakes, and ensure timely referrals when needed. Conduct investigation processes in accordance with industry standards under the direction of the EEO Officer. The incumbent may act as a liaison between the EEO Office and another internal or external investigator. Appropriately interpret and apply state civil service laws, rules, policies,

	procedures, and other state and federal laws and requirements as they relate to the EEO and WVP programs.
20%	Serve as the training SME for required EEO related trainings. Manage third party vendor Learning Management System (LMS). Create and distribute training communication emails to all staff as needed. Monitor training completion by employees and follow-up with employees and their management as required. Run LMS reports and review and manipulate data as needed. Work with vendor partners to navigate changes to the platform and act as a liaison between the vendor and Cal OES staff. Communicate with management when employees are not compliant with their training. Review EEO and WVP training materials, researching options, and providing in-person training on EEO and WVP topics.
15%	Provide support to the EEO Officer or team lead on projects including but not limited to coordination with federal and state control agencies, language access, subrecipient compliance with federal and state laws, mandatory postings and office communication, hazard reduction or correction, and assisting with bilingual language certification. Administer the Religious Accommodation process, coordinating between the employee or applicant, management, and other stakeholders. Create agreements and update them as needed. Facilitate the LEAP process by coordinating with new hires, HR, and management during the Job Examination Period (JEP). Update and maintain program records.
10%	Develop and present training programs for employees and management on EEO programs as warranted. Review and update EEO policies and procedures as needed. Research and compute statistical data analysis, compare, and evaluate findings and prepare written and verbal summaries/recommendations. Review current state and federal laws relating to EEO matters; prepare informational materials specific to EEO issues to ensure employees and managers understand EEO laws, rules, policies, and procedures.
10%	Assist with the compilation of demographic reporting including the annual Workforce Analysis report, bi-annual Language Access survey, and efforts to periodically increase participation in demographic surveys. Coordinate with management and program areas such as HR. May coordinate with external SMEs to assess trends and new requirements.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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:	☐	☒	☐	☐	☐
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.	☐	☒	☐	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☒	☐	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☒	☐	☐	☐	☐
HANDLING: Documents, manuals	☐	☒	☐	☐	☐
DRIVING:	☒	☐	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

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 the Cal OES 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 Title