

Duty Statement
California Government Operations Agency
State of California



Classification Title Analyst II	Agency California Government Operations Agency
Working Title Analyst II, Office of Civil Rights (CalOCR)	Office/Unit/Section Office of Civil Rights (CalOCR)
Position Number 337-103-5393-001	Effective Date
Name	Date Prepared 8/11/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, and the California Office of Civil Rights.

The California Office of Civil Rights (CalOCR) is a newly established office within GovOps. CalOCR works directly with Local Educational Agencies (LEAs), and in consultation with the California Department of Education (CDE), to prevent and address unlawful discrimination and bias in California's public elementary and secondary schools. CalOCR is seeking motivated candidates who are passionate about advancing educational equity and helping ensure that all students have access to educational opportunities free from unlawful discrimination and bias.

Under the direction of the Supervisor I, the Analyst II in CalOCR performs a wide range of analytical duties to support CalOCR's mission of assisting LEAs in identifying and preventing discrimination. This position assists office staff with research, data analysis, policy development, and administrative tasks. Specifically, the Analyst II will work with CalOCR staff to research, develop, and maintain educational materials, guidance, and other resources to assist LEAs in identifying, preventing, and responding promptly and effectively to concerns of discrimination and bias. The Analyst II will conduct research and analysis regarding applicable state and federal civil rights laws and will develop practical guidance and resource materials for LEAs and other education stakeholders. The Analyst II will also maintain and update CalOCR's web-based

materials to ensure that information is effectively provided to LEAs and the public, and that the information is accurate, accessible, and current. The Analyst II may also assist in responding to requests for technical assistance from LEAs.

The Analyst II will conduct research and analysis of statewide discrimination and bias reports to identify trends, including by reviewing information submitted pursuant to the Uniform Complaint Procedures. The Analyst II will assist CalOCR staff in identifying recurring issues, emerging concerns, and opportunities for proactive guidance or technical assistance.

Finally, under the direction of the Director and Supervisor I, the Analyst II will assist with the preparation of CalOCR's annual reports. The Analyst II plays a key role in monitoring civil rights compliance, preparing reports, and ensuring that program objectives are met in alignment with state and federal requirements.

Job Functions

40% (E) Policy and Program Analysis

Research and analyze civil rights policies, regulations, and program requirements. Identify trends and provide recommendations for policy updates. Assist in drafting procedures and guidelines to ensure compliance with state and federal mandates. Support the development of training materials and outreach initiatives. Assists in the development of civil rights compliance and administrative policies; ensures alignment with local, state, and federal regulations. Ensure timely submission of required reports.

25% (E) Data Tracking and Reporting

Collect, validate, and maintain data related to civil rights compliance and program performance. Prepare statistical reports and dashboards for internal and external stakeholders. Ensure accuracy and timeliness of reporting requirements, including workforce analysis and other mandated reports. Assist the supervisor with interpreting data trends and provide input on corrective actions or process improvements. Help prepare meeting minutes, briefing materials, and talking points for leadership. Maintain CalOCR's web-based guidance resources.

20% (E) Administrative and Fiscal Support

Assist the Supervisor I with administrative and fiscal tasks, including purchasing and ordering office materials. Ensure compliance with Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) requirements. Use the Fi\$Cal system for purchases, invoices, tracking, and accountability. Respond to inquiries and manage incoming emails from shared inboxes, ensuring timely and accurate communication.

10 % (E) Draft Reports and Training Materials

Prepare clear and concise reports, briefing documents, and presentations for leadership and stakeholders. Develop content for training sessions and workshops on civil rights compliance and administrative best practices. Assist the supervisor with reviewing and editing materials to ensure accuracy and alignment with agency standards.

5 % (M) Other Duties as Assigned

Perform miscellaneous tasks to support CalOCR and GovOps leadership, including special projects, research assignments, and operational support. Provide assistance during emergencies or high-priority initiatives. Support any project or initiative as directed by leadership, participate in cross-functional efforts, and perform additional responsibilities to meet organizational needs.

Significant Interactions With

Other GovOps executives and executives within the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in civil rights. Other interactions with GovOps reporting entities will occur but to a lesser extent.

Reporting Relationships

The Analyst II reports directly to the Supervisor I of CalOCR and collaborates closely with all staff members.

Supervision Received

The Analyst II reports directly to the Supervisor I

Supervision Exercised

None

Required Skills and Working Conditions

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee's permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

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

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date
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