

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

EMPLOYEE:	CLASSIFICATION: Analyst I	HEADQUARTERS: Mather, Bld E
PROGRAM/UNIT: Finance & Logistics Administration / Human Resources / Organizational & Professional Development / Organizational Performance Management	POSITION NUMBER: 163-844-5157-700 (10628)	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 I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Analyst I is under the supervision of the Supervisor I in Organizational Performance Management.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The incumbent works up to 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.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with California Governor's Office of Emergency Services (Cal OES) executives and staff, and other state and federal partners.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of the position effectively could result in critical information not being provided to decision makers in a timely fashion, thus affecting the core operations of the Department.
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 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.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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:

Under the supervision of the Supervisor I in Organizational Performance Management, the incumbent performs the less complex duties relating to the development of Department performance and evaluation, and analysis of state and federal programs. Additionally, the incumbent will develop solutions, provide recommendations, test and develop procedures, and coordinate with colleagues, co-workers, management, and/or other stakeholders to perform various tasks. The incumbent will perform analytical duties relating to contracts and procurement.

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
30%	Perform a variety of analytical and administrative support tasks for the Organizational & Professional Development Branch. Serve as the Branch Training Coordinator by regularly reviewing employee training requests on the training database and ensuring all submissions are accurately completed, properly approved, and fully verified. Apply foundational knowledge of contracting, billing, and Fi\$Cal to ensure adherence to the established process for tuition-based trainings. Prepare and maintain training files for the Branch. Ensure all purchases of goods and services adhere to applicable laws, policies, and procedures. Exercise strong attention to detail and sound judgment while performing associated tasks, including monthly Procurement Card reconciliation, managing the copier maintenance agreement, and overseeing supply inventory. Serve as the designated Asset Liaison for Human Resources by providing property details for trackable assets, requesting property tags, surveying property, and assisting with yearly inventory.
20%	Assist in maintaining the Inside Cal OES (intranet) blog. Research, write, solicit, and develop blog articles of interest and use to Cal OES employees. Collaborate with team members to review and refine blog content, ensuring accuracy, clarity, and grammatical correctness prior to publication. Support a consistent flow of published content by collaborating with cross-directorate partners to plan, coordinate, and execute the posting schedule. On a rotating basis, serves as a lead to oversee ongoing blog maintenance and content updates.
15%	Work with the lead analyst in the management of a performance and evaluation management system for the Department. Participate in the strategic planning work group and assist in updating our Department's Strategic Plan. Provide technical assistance related to performance management, including crafting SMART objectives. The seven key performance management elements in which they will assist are the development and participation in strategic planning, operational integration, performance measures, progress evaluation, reporting, analysis, and continuous improvement.

	Assist in maintaining a quarterly reporting system and evaluation tools for each branch/unit to utilize when reporting their performance. As part of the reporting system, analyze complex quarterly reports and prepare the final quarterly report for the executive team on the Department's performance. Assist in writing reports, plans, and other documents. Will be required to complete special projects and may occasionally attend off-site meetings, create and conduct presentations, as well as facilitate a module for strategic planning sessions.
15%	Assist the lead analyst in the development, analysis, and reporting out of employee and customer/partner surveys to assist the strategic planning process as well as the performance management systems to ensure the Department is moving towards a positive direction.
15%	Assist the lead analyst in coordinating the annual Director's Awards Program. Review and evaluate award nominations, offer recommendations, coordinate and participate in committee meetings, assist with ceremony planning and execution, and contribute to ongoing assessment and improvement of program guidelines.
<i>Percent of Time</i>	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.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☒	☐	☐	☐
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

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, Bld E
PROGRAM/UNIT: Finance & Logistics Administration / Human Resources / Organizational & Professional Development / Organizational Performance Management	POSITION NUMBER: 163-844-5393-700 (10628)	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 I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Analyst II is under the direction of the Supervisor I in Organizational Performance Management.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The incumbent works up to 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.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with California Governor's Office of Emergency Services (Cal OES) executives and staff, and other state and federal partners.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of the position effectively could result in critical information not being provided to decision makers in a timely fashion, thus affecting the core operations of the Department.
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 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.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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:

Under the general direction of the Supervisor I in Organizational Performance Management, the incumbent performs the more complex duties relating to the development of Department performance and evaluation, and analysis of state and federal programs. Additionally, the incumbent will develop solutions, make recommendations on administrative and program-related problems, and coordinate with colleagues, co-workers, management, and/or other stakeholders to perform various tasks. The incumbent will formulate procedures, policies, and program alternatives and be asked to perform analytical duties relating to contracts and procurement.

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
30%	Serve as the lead analyst independently performing a variety of analytical and administrative support tasks for the Organizational & Professional Development Branch. Serve as the Branch Training Coordinator by regularly reviewing employee training requests on the training database and ensure all submissions are accurately completed, properly approved, and fully verified. Independently advise and assist peers with navigating available training options. Apply advanced knowledge of contracting, billing, and Fi\$Cal to ensure adherence to the established process for tuition-based trainings. Prepare and maintain training files for the Branch. Ensure all purchases of goods and services adhere to applicable laws, policies, and procedures. Exercise strong analytical skills, attention to detail, and sound judgment while performing associated tasks, including monthly Procurement Card reconciliation, managing the copier maintenance agreement, and overseeing supply inventory. Serve as the designated Asset Liaison for Human Resources by providing property details for trackable assets, requesting property tags, surveying property, and assisting with yearly inventory.
20%	Assists in maintaining the Inside Cal OES (intranet) blog. Research, write, solicit, and develop blog articles of interest and use to Cal OES employees. Collaborate with team members to review and refine blog content, ensuring accuracy, clarity, and grammatical correctness prior to publication. Ensure a reliable flow of published content by independently planning, coordinating, and executing the posting schedule. On a rotating basis, serves as a lead to oversee ongoing blog maintenance and content updates.

15%	Assists in the development and management of a performance and evaluation management system for the Department. Participate in the strategic planning work group for updating our Department's Strategic Plan. Independently develops and recommends key practices to ensure the organization sets priorities and operational plans, establishes targets and relevant metrics, and creates mechanisms to analyze, evaluate, and report progress at regular intervals. Provide technical assistance related to performance management, including crafting SMART objectives. The seven key performance management elements in which they will assist in the development and work with are; strategic planning, operational integration, performance measures, progress evaluation, reporting, analysis, and continuous improvement. Assists in the development and management of a quarterly reporting system and evaluation tools for each branch/unit to utilize when reporting their performance. As part of the reporting system, analyze complex quarterly reports and prepare the final quarterly report for the executive team on the Department's performance. On a rotating basis, serve as a lead in developing and managing the performance and evaluation management system, quarterly reporting system, and evaluation tools. Write reports, plans, and other documents. Will be required to complete special projects and may occasionally attend off-site meetings, create and conduct presentations, as well as facilitate a portion of strategic planning sessions.
15%	Assists in the development, analysis, and reporting out of employee and customer/partner surveys to assist the strategic planning process as well as the performance management systems to ensure the Department is moving towards a positive direction. On a rotating basis, serves as a lead in survey development, analysis, and reports.
15%	Assists in coordinating the annual Director's Awards Program. Review and evaluate award nominations, offer recommendations, facilitate committee meetings, lead the ceremony planning and execution, and continue to evaluate and develop program guidelines. On a rotating basis, serves as a lead in coordinating the program.
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.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☒	☐	☐	☐
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