



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement	Analyst I	549-091-5157-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Grants and Local Services	Analyst I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Policy and Operations Team	HQ Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required		Supervisor I
☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Analyst I is a member of the Policy and Operations Team and performs a variety of analytical, fiscal, administrative, and operational functions for the Office of Grants and Local Services (OGALS). Under the supervision of the Supervisor I, the incumbent provides analytical and administrative support necessary for the effective operation of the office. The incumbent exercises independent judgment and initiative while managing multiple priorities, tracking assignments, maintaining accurate records, analyzing and reporting information, and completing assignments within established deadlines. The Analyst I works collaboratively with OGALS staff, departmental programs, and external partners and provides a high level of customer service. The incumbent must possess strong organizational skills and excellent oral and written communication skills.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Perform fiscal and analytical duties in support of OGALS grant administration and office operations. Utilize FI\$Cal to process grant contracts, create purchase orders and receipts, establish and update supplier/grantee records, and assist with processing payment requests. Maintain a fiscal tracking log and update the Grant Management System (GMS) to reflect the status of grant contracts and payment requests routed through Fi\$cal and Department's Accounting Office. Compile, review, and prepare project data and other analytical reports. Assist the Analyst II with entering and maintaining project and location information in the Agency Bonds Consolidated Reporting System (ABCRS), reviewing data for accuracy, and identifying discrepancies requiring further review or correction.	
25%	Serve as the primary support for forms and document remediation to meet accessibility requirements. Coordinate routine OGALS website updates and review posted information for accuracy, accessibility, and consistency. Prepare and distribute electronic mass mailings, listserv notifications, and coordinate social media requests. Maintain related records and assist with ensuring public-facing documents and information are current, accurate, accessible, and consistent with departmental requirements.	
20%	Perform officewide program support duties: Order office supplies and equipment. Serve as Property Custodian by maintaining inventory and records for office equipment and property assets. Serve as the Records Management Coordinator and record retention activities and maintain administrative records related to these activities. Assist with tracking Public Records Act	

	requests, support and track Director Action Requests, Governor's Office Action Requests, Requests for Legal Services through Docusign.	
15%	Coordinate personnel and administrative support. Assist with new employee onboarding, including preparing welcome materials, identifying and coordinating equipment needs, maintaining required employee and emergency contact records, and entering employee information into departmental databases and tracking systems. Assist management with program-related research and reporting assignments, reviewing, formatting, updating, and maintaining OGALS policies, procedures, guidance documents, correspondence, and administrative reports.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Perform other job-related duties as assigned to support operational continuity. Attend staff meetings and trainings; take and distribute meeting notes as requested; prepare administrative documents and paperwork; and provide backup support for other administrative and operational functions as necessary.	
TYPICAL WORKING CONDITIONS		
Office-setting located in the California Natural Resources Agency Headquarters Building in downtown Sacramento.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE