

DUTY STATEMENT

DS 3022 (05/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
COMMUNITY OPERATIONS BRANCH**

DUTY STATEMENT

JOB TITLE: ANALYST II**POSITION #:** 472-556-5393-003**WORKING TITLE:** ANALYST II**EMPLOYEE:** VACANT

POSITION DESCRIPTION: The Analyst II is responsible for a wide range of varied and complex analytical duties, independently reviewing, evaluating, assessing, and monitoring programs and projects that contribute to improving services to individuals with intellectual and developmental disabilities (I/DD). The Analyst II is accountable for independent administrative responsibilities such as attending meetings, taking notes, summarizing information, drafting documents and reports, and independently developing and presenting recommendations to leadership within the Community Services Division. This position requires strong organizational, computer and communication skills, in addition to the ability to work well with a variety of people and to handle multiple projects with tight timelines.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under the direction of, the Community Program Specialist IV.

EXAMPLES OF DUTIES:Essential Job Functions:

- 30% Independently coordinate, analyze, and support the implementation of varied and complex initiatives within the Community Services Division (CSD), pursuant to state requirements, by developing web content, written reports, dashboards, presentations, trainings and any other informational materials related to areas of assigned responsibilities. Information will be developed for internal and external audiences, in accessible and easily understood formats.
- 25% Act as the California Public Records Act Coordinator within the Community Services Division, in accordance with controlling laws and timelines, following all internal response, documentation and tracking procedures. Coordinate with division staff, and other departmental divisions, and independently analyze if responsive records are held, are disclosable, and to redact records as required. Communicate with members of public, verbally and in writing, to clarify the scope of the request, provide updates for response timelines and distribute responsive records.

- 15% Participate in meetings as directed, take summary notes, track obligations and action items. Prepare recommendations for additional considerations and next steps. Monitor and evaluate the progress on obligations and action items and coordinate with division staff to advance the work within the organizational scope of assigned responsibilities.
- 15% Develop and evaluate ad hoc surveys and tools for the collection and maintenance of information and data to assist in policy and/or initiative implementation. Analyze and summarize findings, identify trends, issues and concerns and provide recommendations for improvements to leadership as necessary to maintain consistency and accuracy.
- 10% Independently conduct research on topics of interest to the Community Services Division, as directed. Prepare summary-level synopses of content, present findings and offer recommendations for suggested policy and/or initiative changes.

Marginal Job Functions:

- 5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open space partitioned office using a personal computer, internet services, web-based communication platforms, and telephone. This position is a hybrid, in-office/telework position, and may be subject to change. Telework agreements can be modified and/or cancelled at any time. Incumbent can be required to report to the office, or any designated location at any time. Statewide travel will be required.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Lanterman Developmental Disabilities Services Act, developmental disabilities, the regional center service system, and processes and protocols in California state government. Principles, practices and trends of public and business administration including management, supportive staff services, and employee supervision. Formal and informal aspects of the legislative process. Administration and departments goals and policies. Microsoft Office products including Outlook, Word, Excel, PowerPoint, Power BI, SharePoint and other online software applications.

Ability to: Develop and maintain cooperative and harmonious relationships with department and regional center staff, the public and others. Work with professional personnel in the field relating to coordinating and developing services for individuals with developmental disabilities. Work effectively, both independently and as a team member. Analyze situations accurately and take effective action. Speak and write effectively. Reason logically and creatively. Analyze data from a variety of sources and present information and ideas effectively. Review and edit written reports.

Create and maintain dashboards and trackers. Establish project priorities and meet critical deadlines in a fast-paced environment.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.