

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Program Efficiency Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-227-5393-
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Program Efficiency Unit	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Command Center, ARU 227	Supervisor I
BRANCH:	REVISION DATE:
Disability Insurance	6/1/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
The Disability Insurance (DI) Branch's Program Efficiency Unit is responsible for both process and project management — including the oversight of small-to-medium scale initiatives such as legislative implementations or small technology projects impacting DIBs benefit systems. This role ensures project tasks are completed accurately and promptly, helps resolve the most technical, complex, and sensitive issues, and ensures regulatory compliance and positive stakeholder outcomes. Under the direction of the Supervisor I, the Analyst II performs the more complex analytical assignments to include project milestone tracking, and development of deliverables, and performs business process analysis of DI Branch functions and other operational processes. The analyst facilitates team meetings, which discuss program evaluation, milestone planning, and presentation development. Tracks the more complex project milestones to ensure data collection, analysis, documentation, recommendations, implementations, and presentations are completed timely and accurately.	

Civil Service Classification

Analyst II

Position Number

280-227-5393-

Percentage of Duties	Essential Functions
40%	Perform the more complex and technical analytical staff assignments such as: Collecting data, conducting data analysis, completing documentation, and ensuring the development of recommendations, implementations, and presentations are completed timely and accurately. Develops and reviews the more complex documentation to include, implementation plans, and presentations.
25%	Works closely with other branches and possibly with external vendors on projects. Leads in the development of requirements for projects. Track project milestones to ensure they meet prescribed deadlines. Conducts the more complex analysis of current processes to identify defects, critical constraints, wastes and bottlenecks. Performs necessary research to gather pertinent information and consult with all who may be affected.
20%	Apply identified methodologies to conduct problem exploration and definition. Plan and design the approach and sequence of steps, collect data, and interpret findings/documentation to assist in the development of a comprehensive implementation and communication plan. Gathers and compiles data through, data analysis.
10%	Consults with subject matter experts within the branch and from various divisions with the department to determine potential implications of policies and procedures impacting projects for DI Branch.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

Type of Environment:
☒ High Rise
☒ Cubicle
☐ Warehouse
☐ Outdoors
☐ Other:
Interaction with Customers:

- ☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:*(List total per each classification of staff)*

N/A

6. SIGNATURES

Civil Service Classification
Analyst II

Position Number
280-227-5393-

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.

CPG Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

AF

9/2/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

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Command Center, ARU 227	Supervisor I
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