

Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title	Board/Bureau/Division
Analyst II	Dental Hygiene Board of California (Board)
Working Title	Office/Unit/Section / Geographic Location
Administrative Analyst	DHBC HQ/Administration/Sacramento, CA
Position Number	Name and Effective Date
641-110-5393-803	

Under the direction of the Assistant Executive Officer (Supervisor II), the Analyst II is responsible for independently planning, evaluating, and executing Dental Hygiene Board of California (DHBC or Board) business services functions such as contracting and purchasing. The Analyst II is also responsible for independently researching, analyzing, interpreting, and explaining complex civil service laws, rules, and procedures as they apply to civil service employment and personnel management. The Analyst II independently performs the most complex consultative, administrative, and analytical business service and administrative and personnel-related duties and responsibilities with the highest degree of initiative and originality. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

25% (E) Personnel Administration

- Conducts classification analyses to determine appropriate allocation levels and classifications by reviewing, interpreting, and comparing classification specifications, allocation guidelines, historical data, and duty statements. Consults management and staff on a wide variety of California Department of Human Resources (CalHR), State Personnel Board (SPB) and Bargaining Unit Contract laws, rules, processes, and procedures.
- Prepares Requests for Personnel Action (RPA) for recruitment of vacant positions, including the development of justification memos to support proposed position upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in classes, downgrades of existing positions, Training and Development (T&D) assignments, and refills of existing positions.
- Prepares and revises duty statements and organizational charts for proposed organizational changes
- Serves as the Training Liaison between DHBC and DCA's SOLID Training Unit. Maintains a training database for tracking participation in training courses. Issues reminders for incomplete mandatory trainings to ensure DHBC compliance. Participates in meetings, processes external training requests, and proxies into Learning Management System (LMS) profiles to remove incorrect, duplicate, or expired trainings. Utilizes the LMS to assign trainings and generate training reports as requested by management. Collects, organizes, and disseminates information to staff about training opportunities and requirements.
- Serves as the Human Resources Liaison between DHBC and California Department of Human Resources (CalHR). Interprets and advises management and staff on a wide variety of CalHR and State Personnel Board (SPB) laws, rules, processes and procedures, collective bargaining contracts, as related to employee transactions, classification and pay, and labor relations issues. Educates management on laws, regulations, and policies as they relate to civil service employment and personnel management.
- Directs management to the correct OHR discipline and/or resources for issues and concerns

Dental Hygiene Board of California
Administrative Analyst (Analyst II)
Duty Statement

relating to attendance, appointments, leave balances, employment history, pay, benefits, health and safety, and employee information.

- Serves as the lead analyst, responsible for assigning work to the Board's staff as directed by the AEO. Reviews the work product of clerical and technical staff within the Administration Unit. Provides mentorship and skill development for staff.
- Reviews current standards, for administration-related policies and procedures, legislative proposals, policy decisions, issue papers, technical research reports and proposals and provide recommendations and alternatives to management.

25% (E) Procurement and Contracts

- Works through full scope of contract process. Develops contractual documents (including amendments) and purchase orders of varying complexity including solicitations, scope of work to be performed, budget, and evaluate criteria for soliciting appropriately qualified vendors.
- Independently researches, collects, analyzes, and interprets information provided by contract requestors to develop and write contract/agreement language. Ensures the language is clear, concise, and contains a detailed description of the work to be performed as written in the Scope of Work (SOW). Ensures the SOW includes technical requirements, completion dates, benchmarks, timelines, dollar amounts, and the final product. Performs contract analysis to develop fiscal strategies for multiyear contracts with specific requirements.
- Develops, writes, and publishes solicitations and advertisements as needed (Invitations for Bids, Requests for Proposals, Requests for Quotes, etc.).
- Monitors the progress of work to ensure that services are preformed according to the manner specified in the contract terms and that services/purchases were rendered/received. Reviews the goods purchased to ensure that they match the order and approves and tracks various invoices for payments determining an appropriate expenditure budget line item to be charged. Develops and maintains a tracking system to monitor all purchase requests, maintenance agreements, expenditures, contracts, non-compliance and termination issues.
- Identifies and evaluates purchase alternatives through the ongoing analysis and interpretation of applicable state laws, rules, and regulations, such as the State Contracting Manual (SCM), Purchasing Authority Manual (PAM), CalCard Handbook, State Administrative Manual (SAM), Government Code (GC), California Code of Regulations (CCR) and Department of Consumer Affairs (DCA) policies and procedures.
- Track changes in state laws and regulations pertaining to procurement and advise management on the impact. Prepares and provides complete, detailed purchasing alternatives and recommendations to management for approval. Evaluate the purchasing needs of staff and obtain and award bids to select the most cost-effective vendors.
- Acts as a liaison with vendors to resolve complex disputes related to provision of services, product performance, or invoice discrepancies.
- Formulates, develops and maintains program policies, procedures, and best practices; assesses program effectiveness; and makes fully developed recommendations to Management for alternatives and improvements
- Evaluates the DHBC's technology needs and collaborates with IT Liaison to identify and maintain technology that continues to best support the program.
- Tracks monthly expenditures, revenues, and reimbursements. Prepares monthly projections to ensure the Board remains within budgetary constraints. Meets and discusses projections with management and makes recommendations for meeting Board goals and objectives. Creates year-end reports for personnel services, operating expenses, equipment expenditures, and revenue/reimbursements.

20% (E) Administrative Duties/Board Support

Dental Hygiene Board of California
Administrative Analyst (Analyst II)
Duty Statement

- Coordinate logistics for travel arrangements for Board members and DHBC staff, including soliciting bids from local hotels, negotiating terms and conditions that meet planning requirements for accommodations, meeting room preparation, and communication with meeting location representatives regarding unforeseen staff or member special needs. Evaluates vendors compliance with the agreed upon terms of the contract.
- Responsible for meeting location setup and oversight, including rooming accommodations, meeting room preparation, and communication with meeting location representatives regarding unforeseen staff or member needs.
- Prepare, organize, and arrange online virtual teleconference and video services to broadcast meetings.
- Submit travel expense reimbursement claims for Board members and DHBC staff.
- Coordinate the preparation, posting, mailing, transmission, and distribution of DHBC meeting materials.
- Prepares meeting agendas and meeting packets for Board meetings, including the preparation of the Board meeting outline.
- Prepares and draft Board meeting minutes for approval by management before the next subsequent meeting.
- Evaluates informational materials and collaborates with the Licensing and Education Analyst to create and maintain forms and materials for stakeholders and delivers information via various platforms, including participating at outreach events.

15% (E) Business Services/Facilities Management

- Independently serves as the Facilities Liaison between DHBC and DCA's Business Services Office and Facilities Management Unit (FMU). Submits requests to the FMU for needed services and oversees projects until completion. Arrange for repair or replacement of equipment and furniture. Processes and tracks service orders. Controls storage, receipt, and issuance of furniture, minor equipment, and office supplies. Maintains a database of all DHBC property including supplies, furniture, and equipment, and ensures Board property is properly labeled per the SAM Manual. Prepares survey property requests for processing.
- Tracks copier meter readings and reports readings to vendors. Order office subscriptions and publications. Initiate printing requisitions. Maintain card key control and modular desk key control logs. Ensures every office and work area has locked files for storage of confidential or sensitive stakeholder information. Processes and maintains signature authorization cards.

10% (E) Billing Statements

- Reviews, analyzes, and reconciles monthly CAL-Card, printing, and other General Services billing statements for compliance with rules, guidelines, and memorandum of understanding agreements to ensure appropriate purchases and proper documentation is received. Verifies receipt of goods and confirms that charges are consistent with original purchase estimate. Contacts vendors to resolve any discrepancies. Responds to vendors' questions regarding payment or other issues.

5% (E) Miscellaneous

- Develops, reviews, and update Board business practices, policies, and procedures related to the Business Relations Analyst role and duties.
- Answer general incoming telephone calls in a courteous and professional manner and provide customer service to the caller by answering the caller's question(s), researching the matter or determining when it is necessary to redirect the caller to other staff.
- Attend board meetings, unit meetings and training, as well as other duties as assigned.
- Acts as a meeting note taker at all staff meetings and prepares meeting minutes.

Dental Hygiene Board of California
Administrative Analyst (Analyst II)
Duty Statement

B. Supervision Received

The Analyst II reports directly to and receives the majority of assignments under the direction of the Assistant Executive Officer; however, direction and assignments may also come from the Executive Officer as needed.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Analyst II has frequent contact with DCA Administration Division Staff (i.e. IT, Human Resources, Business Service Office, etc.) vendors, DHBC staff, DHBC management, consumers, applicants, licensees and industry stakeholders.

F. Actions and Consequences

Failure to perform and maintain effective business service practices would result in the disruption of the day-to-day office operations. Staff would be unable to acquire the equipment and office supplies needed to enable them to accomplish their respective duties leading to a breakdown in administrative and program function throughout the DHBC. Meetings would not be arranged in a timely manner causing delays in ability for the Board to conduct its business.

G. Functional Requirements

The Analyst II works up to 40 hours per week in an office setting, with artificial light, temperature control. Restrooms are off-site, but in the building and the office has a two-single doorway entrance that the SSA must physically open; there is no access to an automatic door entry. The incumbent must have the ability to use a personal computer with Microsoft Excel, Word, VISIO, PowerPoint, and other software, e-mail, and use of the Internet. The Analyst II must also have the ability to use DCA's BreEZe system to enter, retrieve, delete, and verify licensee information. The ability to effectively use a calculator, copier, fax machine, shredder, and telephone is essential. The position may require bending and stooping to retrieve files; walking, sometimes outdoors in inclement weather; and occasionally lift 20 lb. boxes.

H. Other Information

The Analyst II must possess excellent communication skills, work cooperatively with others, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management's needs. Confidentiality and discretion are required due to the nature and sensitivity of the documents handled. The Analyst II works with considerable independence in implementing the specific assignments. Regular attendance and punctuality are an essential part of this job.

This is a CORI sensitive position. To perform the duties of this position, the AGPA must have fingerprint clearance.

Criminal Offender Record Information (CORI): Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally,

Dental Hygiene Board of California
Administrative Analyst (Analyst II)
Duty Statement

the incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI): This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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

_____ Employee Signature	_____ Date
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_____ Printed Name, Classification	_____ Date
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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	_____ Date
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_____ Printed Name, Classification	_____ Date
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Revised 08/2026

