

DUTY STATEMENT

DS 3022 (01/2026)

DEPARTMENT OF DEVELOPMENTAL SERVICES**DUTY STATEMENT****JOB TITLE:** Analyst I**POSITION #:** 472-XXX-5157-XXX**WORKING TITLE:****EMPLOYEE:**

POSITION DESCRIPTION: Under supervision, the incumbent performs a variety of analytical, administrative, and program support duties. The incumbent gathers, compiles, reviews, reconciles, and analyzes data and other information; conducts research and administrative analysis; performs calculations; assists with developing recommendations, procedures, and other work products; and performs assigned tasks related to projects, programs, and activities.

SUPERVISION RECEIVED: Reports to and works under the supervision of the assigned supervisor. May receive direction from management or other staff for specific assignments, projects, or program activities.

Essential Job Functions:

- 40% Performs analytical and administrative activities by gathering, compiling, reviewing, reconciling, organizing, and analyzing data and other information. Conducts research; performs basic calculations and comparisons; identifies discrepancies, trends, and issues; reviews and evaluates information; and prepares findings, recommendations, reports, and other work products related to assigned programs, projects, and activities.
- 30% Performs assigned program and administrative activities by implementing established procedures, maintaining and updating information, monitoring assignments and activities, and conducting administrative reviews and evaluations. Prepares and updates reports, correspondence, presentations, procedures, forms, and other work products; tracks assignments and deadlines; and assists with developing recommendations and procedures.
- 20% Performs administrative and program activities and coordinates with colleagues, coworkers, management, stakeholders, and other entities to gather information, complete assignments, and address routine issues. Participates in meetings, projects, and training activities; responds to routine inquiries; communicates information and findings; and applies applicable policies, procedures, statutes, and regulations to assigned work.

Marginal Job Functions:

- 10% Performs other related duties as assigned within the scope of the classification.

WORKING CONDITIONS: Occasional overnight statewide travel may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time

DESIRABLE QUALIFICATIONS:

Knowledge of: General principles and practices of program analysis, research, data review, recordkeeping, and administrative support. Basic workplace health and safety concepts, program coordination practices, and methods for tracking assignments, reviewing documentation, and identifying discrepancies or outstanding items. Standard office software, LMS platforms, webpages, and electronic tracking tools.

Ability to: Review and analyze requests, records, logs, reports, and other program information for completeness, accuracy, and consistency; identify trends, discrepancies, and follow-up needs; and make recommendations within established guidelines. Prepare clear and accurate correspondence, summaries, reports, and program materials. Organize and maintain records, inventories, databases, webpages, and tracking systems. Coordinate appointments, training activities, access requests, purchasing and contract-related documentation, and other program activities. Interpret and apply established policies, procedures, and program requirements. Communicate effectively with employees, supervisors, managers, vendors, and other internal and external contacts. Prioritize multiple assignments, meet established timelines, work independently and collaboratively, exercise sound judgment, and maintain confidentiality of sensitive information.

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.