

DUTY STATEMENT



☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Analyst II		WORKING TITLE Public Records Act Coordinator		
PROGRAM NAME Office of the Director			UNIT NAME Legal (North)	
ASSIGNED SPECIFIC LOCATION 1515 Clay Street, Suite 1306, Oakland, CA 94612			POSITION NUMBER 400 – 112-5393-214	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Public Records Act Oversight Unit Manager (Supervisor I), the Analyst II will perform complex analytical tasks as it relates to Public Records Act (PRA) requests received by the PRA Oversight Unit. The Analyst II serves as one of the Public Records Act Coordinators in the PRA Oversight Unit. The Analyst II assists in responding to PRA requests using data and information gathered through research and analysis or will route the request to the appropriate program or division for a response.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Review, analyst and assess incoming complex Public Requests Act (PRA) requests for information on cases filed and determine legal sufficiency. Accurately log requests and track them to ensure timely responses. Review and analyze requests to determine which program or division holds the requested records and coordinate with the program or division to obtain the records. Interpret and apply rules and laws surrounding the Public Records Act, Labor Code statutes, court rules and procedures to determine whether information requested may be legally released. Consult with requestor for additional information if needed. Perform research and conduct a preliminary assessment of which records can be provided and if the requestor is entitled to any records that must be redacted. Consult with PRA Oversight Unit Manager, Attorneys, or Assistant Chief Counsel to collaboratively review the information pulled to officially determine whether the information requested may be released. Once the determination has been made, coordinate with division or program to redact relevant records in compliance with state law. Draft notices and independently respond with the necessary notices under PRA law to notify individuals of the status of their request within the timeframes established by State law. If records are located in the state records center (SRC) Coordinate with State Records Center (SRC) staff to obtain any records located in the SRC and provide notice as required by law. Collect copying fees and prepare deposits for the Accounting Unit.

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30%	Manage and maintain functional tracking system of all PRA requests to the PRA Oversight Unit. Assess, track, and process public requests submitted to the department in internal database. Ensure that the office logs are continuously up to date and respond to any related PRA issues from both an office and statewide standpoint. Review, flag, and redact any sensitive or voluminous PRA requests. Report and work in conjunction with the statewide PRA Oversight Unit Manager and other division PRA contacts on statewide PRA issues. Provide regular updates to the PRA Oversight Unit Manager, Assistant Chief Counsels and Chief Counsel on the status of sensitive PRA requests. Research, analyze and evaluate if there are any trends or patterns in the PRA response times that Management should be aware of and propose process improvements. Make recommendations to Oversight Unit Manager, Assistant Chief Counsels, and Chief Counsel Attorneys on policy and practices for responding to PRA requests. Collaborate closely with PRA Oversight Unit Manager to formulate and refine internal policy recommendations to provide strategic input to Assistant Chief Counsels and the Chief Counsel on department-wide PRA practices and requests. Research various record retention statutes and state policies on record retention and maintain updated list of record retention requirements. Analyze the requirements of the record retention statutes and make recommendations to Oversight Unit Manager on best practices regarding record retention. Confer with other PRA coordinators to assess best practices and assist with updating statewide PRA policy and procedures manual when needed.
25%	Respond to the public on the telephone, by email, and in-person for PRA requests and other workers' compensation issues and provide excellent customer service; prepare and retrieve documents for PRA and other purposes as needed. Collect and organize data on PRA requests. Request data from program or division PRA coordinators. Assist the Supervisor I in producing reports for review by OD Legal Management and presentation to the Director, Labor and Workforce Development Agency, or Governor's Office.
Percentage of Time Spent	Marginal Job Functions
5%	Participate in interoffice projects, meetings, trainings, and drills. Provide necessary assistance to Attorneys and the Chief Counsel. Act as lead as directed. Provide back-up coverage support. May perform other job-related duties as assigned.

Conduct, Attendance, and Performance Expectations

The Analyst II will interpret and apply the Public Records Act and be familiar with the laws, rules, and procedures that apply to workers' compensation cases, the work of the various divisions (e.g., Division of Occupational Safety and Health, Division of Labor Standards Enforcement, Division of Apprenticeship Standards, Office of Self-Insurance Plans, Office of the Director, Research Unit). The Analyst II must have knowledge of or the ability to learn legal concepts, terminology and technical legal terms. The incumbent is expected to always maintain confidentiality due to the access to sensitive information and the nature of the work performed. The incumbent must have the ability to follow the policies and procedures of DIR and OD Legal, work with staff at all levels, be dependable, and communicate effectively to complete work assignments.

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Supervision Received

The Analyst II reports directly to and receives majority of assignments from the PRA Oversight Unit Manager. Direction and assignments may also come from the Chief Counsel, Assistant Chief Counsels, or Attorneys.

Supervision Exercised

None.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air-conditioned office building with natural and artificial lighting as well as temperature control. The incumbent works in an office setting. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting email communication, and other purposes.

Special Requirements/Other Information

The incumbent must possess the ability to learn the Public Records Act, Labor Code, regulations and court rules and communicate them effectively to the public.

Physical Abilities

The position requires the ability to remain in a stationary position for prolonged periods of time and to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

Additionally, the State of California adheres to several laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. As a state employee, the incumbent is expected to always behave courteously and responsibly.

Personal Contacts

The staff have frequent contact with staff at all levels within the Office of the Director - Legal Unit and DIR's various divisions and programs. The incumbent has occasional contact with stakeholders, individuals requesting information through Public Records Act requests, and the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

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Supervisor Acknowledgment

I certify this duty statement represents a current and 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

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

DC

C&S Analyst Initials

2/26/2026

Approval Date