

**Duty Statement**  
**California Government Operations Agency**  
**State of California**



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| <b>Classification Title</b><br>Analyst III                                           | <b>Agency</b><br>California Government Operations Agency                      |
| <b>Working Title</b><br>Analyst III, California Education Interagency Council (CEIC) | <b>Office/Unit/Section</b><br>California Education Interagency Council (CEIC) |
| <b>Position Number</b><br>337-102-5402-001                                           | <b>Effective Date</b>                                                         |
| <b>Name</b>                                                                          | <b>Date Prepared</b><br>7/3/2026                                              |

**General Statement**

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. The California Education Interagency Council (CEIC), housed under GovOps, brings together leaders from TK–12, higher education segments, workforce development, employers, and finance to proactively assess changes in the labor market and improve student pathways to career success.

Under the general direction of the Executive Officer of the California Education Interagency Council, the Analyst III leads the CEIC’s analytical efforts to understand trends and projections in workforce needs and educational pipelines, steering Council discussions and decisions. The Analyst III works with staff of state and federal agencies to identify, develop, and implement approaches to improving cross-system alignment and workforce outcomes, and supports executive leadership through the development of clear, accurate, and timely analyses, reports, and presentations for effective communication regarding Council goals, objectives, priorities, and achievements.

**Job Functions**

**40% (E) Data Analysis**

Gather and synthesize state and federal data pertaining to the California labor market, educational pipelines, and Council priorities and opportunities. Utilize Excel and other analytical or statistical programs to perform data analysis, create models, and generate reports that support the Council’s decision-making. Develop recommendations regarding data availability, improvements, and usage, including with respect to data-focused Memorandums of Understanding in place with other agencies. Monitor metrics, analyze trends, and recommend improvements to policies and practices

as needed.

### **35% (E) Coordinate with Internal and External Stakeholders**

Represent the CEIC in meetings, conferences, and public forums with GovOps executives, control agencies, and external partners. Prepare briefing materials and talking points for leadership. Respond to inquiries from legislative and oversight bodies regarding administrative and fiscal matters. Collaborate with departments to explore or implement statewide initiatives and ensure consistent application of policies. Maintain effective communication channels with vendors, contractors, and advocacy groups to support program objectives. Respond rapidly and accurately to ad hoc inquiries and requests for additional information regarding analyses.

### **20% (E) Prepare Reports and Presentations for Executive Leadership**

Use Microsoft Office applications such as Word, PowerPoint, and Excel, as well as other software tools, to develop professional reports and presentations. Draft comprehensive reports for submission to the Governor's Office, Legislature, and control agencies. Develop presentations for leadership meetings, stakeholder forums, and public events. Ensure all documents are accurate, clear, and aligned with agency standards. Utilize data visualization tools to present complex information in an accessible format. Assist in the development of performance metrics to assess the effectiveness of initiatives and make data-driven decisions for organizational enhancement.

### **5% (M) Other Duties as Assigned**

Perform miscellaneous tasks to support CEIC leadership, including special projects, research assignments, and operational support. Provide assistance during emergencies or high-priority initiatives. Ensure assigned projects and deliverables are completed within established timelines and meet quality and accuracy standards. Support any project or initiative as directed by leadership, participate in cross-functional efforts, and perform additional responsibilities to meet organizational needs.

### **Significant Interactions With**

GovOps executives, Department of Finance, California Department of Human Resources (CalHR), Department of General Services (DGS), Financial Information System for California (FI\$Cal) representatives, CEIC leadership, and other internal and external stakeholders.

### **Supervision Received**

The Analyst III reports directly to the CEIC Executive Officer.

### **Supervision Exercised**

None

### **Required Skills and Working Conditions**

Ability to operate standard office equipment such as but not limited to; a personal computer (desktop or laptop models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at CEIC sole discretion. Must be regularly available and willing to work the hours CEIC determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are predominantly performed indoors. The employee's permanent work location, in either Sacramento, CA or Oakland, CA, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Limited telework is authorized for this position.

**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 Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

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|---------------------------|------------------------------|-------------|
| <b>Employee Signature</b> | <b>Employee Printed Name</b> | <b>Date</b> |
|                           |                              |             |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

|                             |                                |             |
|-----------------------------|--------------------------------|-------------|
| <b>Supervisor Signature</b> | <b>Supervisor Printed Name</b> | <b>Date</b> |
|                             |                                |             |