

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Analyst II		WORKING TITLE Form 700 Filing Officer/Policy Analyst		
PROGRAM NAME Office of Administrative Services			UNIT NAME Policy and Support Services	
ASSIGNED SPECIFIC LOCATION 1416 9th Street, Sacramento, CA 95814			POSITION NUMBER 400 – 119-5393-155	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the direction of the Policy and Support Services Manager (Supervisor I), the Analyst II is responsible for a variety of complex analytical and program support functions related to the administration of the Department of Industrial Relations (DIR) ethics and Statement of Economic Interests (Form 700) program, as well as the development of DIR's administrative policies, procedures, and guidelines. The Analyst II serves as the Form 700 Filing Officer, who is responsible for administering, maintaining, and tracking DIR's Conflict of Interest Code (COIC) filer requirements. In addition, the incumbent works collaboratively with the DIR Telework Coordinator and provides support with Americans with Disabilities Act (ADA) compliance remediation of administrative policies and procedures. Specific duties include, but are not limited to the following:

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>
30%	Statement of Economic Interests (Form 700) Filing Officer: Serves as the lead analyst in researching, coordinating, administering, and evaluating the success of DIR's Statement of Economic Interests (Form 700) program. This includes updating and maintaining the Department's Conflict of Interest Code (COIC) list of filers. Coordinates with vendor to develop and maintain electronic Form 700 filing system (Granicus DisclosureDocs) and ensures that the system is functioning properly. Utilizes this electronic data system to assign and review employees' Form 700 submittals. Maintains and tracks employee compliance with Form 700 filing mandates in alignment with related statutes, regulations and Fair Political Practices Commission (FPPC) requirements. Responds to technical questions from employees concerning Form 700 filing mandates. Generates reports from data system. Provides Form 700 records upon request. Reports non-compliant DIR employees to the FPPC, as appropriate. Develops and maintains Form 700 instructional guidance documents and related DIR intranet page. Collaborates with the Office of the Director (OD) Legal Counsel on amending DIR's COIC and making Form 700 filer determinations.
25%	Ethics Training Compliance: Serves as the lead analyst in researching, administering, and evaluating DIR's ethics training program. This includes identifying, updating and maintaining lists of

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	employees that are required to complete ethics training. Utilizes the Department's learning management system, DIRLearns, to review employee ethics training and related form submittals for completeness, and either accepts them or returns them for correction. Provides consultation to management and responds to employee questions and inquiries in alignment with DIR's COIC, statutes, regulations and FPPC guidelines. Collaborates with the DIR webmaster to ensure that all ethics forms as posted on the intranet are current and up to date. Collaborates with OD Legal Counsel on ethics concerns, as necessary. Generates and provides monthly reports on employee compliance with mandatory ethics training requirements to DIR's Training Administration Unit and the Office of the Director. Consults with management on employee non-compliance of ethics training requirements, as appropriate.
15%	Policy Development and Administration: Reviews, develops, and updates policies, procedures, guidelines, and implementation plans for departmentwide administrative processes. Leads or participates on cross-divisional teams to evaluate administrative policy and procedure processes; provides recommendations to management on new or updated policies and procedures; develops and updates a work plan for prioritizing and implementing policies, procedures, and other strategies for improving departmentwide processes; and reports to management on progress. Provides training and consultation to staff on implementation of policies and procedures, as well as other recommended improvement strategies. Develops guidance documents, training materials, checklists, and other innovative tools to assist DIR staff with administrative policies and procedures.
15%	Report Development and Generation: Develops analytical reports using internal and external systems to assess employee compliance and program success. Systems include but are not limited to: DisclosureDocs, Salesforce, DocuSign, learning management systems such as DIRLearns, and other appropriate information systems. Develops ad hoc reports responding to special projects and inquiries upon management request. In response to deficiencies in employee compliance with Form 700 and other ethics training requirements, develops and presents recommendations and plans for appropriate action to management.
10%	Unit Support: Serves as backup for DIR's Telework Coordinator responsible for providing administration of telework system software to maintain functionality, track telework requests and completed agreements, and generate reports. Provides support in reviewing, testing and remediating electronic policy and procedure documents for ADA compliance.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned, including, but not limited to, serving on committees, special work teams, and task forces related to administrative services and Department activities; reviewing, evaluating, reporting on the effectiveness of, and recommending revisions to administrative practices, procedures, and policies;



and assisting in developing documents and materials as recommended by management.

Conduct, Attendance, and Performance Expectations

The Analyst II is expected to adhere to Department policies, rules, and procedures; submit administrative requests, including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time; and submit timesheets by the due date.

This position is full-time. The Analyst II is expected to work 40 hours a week and is required to maintain consistent and regular attendance, be dependable, communicate effectively (both orally and in writing) in dealing with the public and/or other employees, maintain confidentiality due to the sensitive nature of the assignments, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and complete assignments in a timely and efficient manner.

Supervision Received

The Analyst II is supervised by the Supervisor I (Policy and Support Services Unit) and may also receive assignments from the Manager I (Training and Support Services), or the Chief of the Office of Administrative Services.

Supervision Exercised

None.

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

Work Environment

The Analyst II works in a high-rise office setting with artificial light and temperature control. The Analyst II is required to work extensively on the computer, as necessary, for email communication, research, drafting policy and procedure documents, and other purposes.

Special Requirements/Other Information

The Analyst II must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside DIR, to complete work assignments. The Analyst II must demonstrate the ability to research, interpret, and apply laws, rules, bargaining unit contracts, practices, and principles governing the State's personnel management practices and training requirements, and analyze data and provide recommendations and/or feedback to all levels of staff, both within and outside State civil service. The Analyst II must exercise the ability to reason logically and analyze data to reach accurate and defensible conclusions and complete assigned work and review for accuracy.

Physical Abilities

Being in a stationary position for long periods of time. The Analyst II must have the ability to use a computer, telephone, and other office equipment, such as copiers and scanners, is necessary. The Analyst II may occasionally be required to travel by car or airplane. No other specific physical abilities are required.

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Additional Requirements/Expectations

None.

Personal Contacts

The Analyst II has frequent contact with staff at all levels within the Department, as well as external stakeholders, staff at other State agencies, including the State Personnel Board, FPPC and the California Department of Human Resources, and contractors and subcontractors.

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

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

JV

C&S Analyst Initials

2/27/2026

Approval Date