

Duty Statement Rank and File

Section I**POSITION INFORMATION**

Print or type.

A. Current Position Number	B. Probationary Period /JEP Period	C. Form 700 Filer?
785-552-5393-001	12 Months	No
D. Incumbent Name	E. Classification/Job Title	F. /Date of Hire/
	Analyst II Business Systems Analyst	
G. Unit, Section, Division	H. Location	
Data Support, Political Reform Division	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Christopher Hatridge	Supervisor I	
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R01	Full Time	Permanent
N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:00 AM – 5:00 PM	Hybrid
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes
☒ No	☒ No	☒ No

Section II**JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Data Support Manager, a Supervisor I, the Business Systems Analyst position is responsible for a wide variety of increasingly complex and analytical tasks associated with the processing and review of registration and disclosure documents filed under the campaign and lobbying provisions of the Political Reform Act. The incumbent serves as a key technical liaison, providing customer support for digital platforms and proactively identifying opportunities to enhance divisional efficiency through data-driven solutions and process improvements.

The incumbent will maintain regular and consistent attendance. The work is performed in an indoor office setting and requires the incumbent to have knowledge of office methods and procedures and have the ability to operate standard office equipment, type, sit, stand, and/or walk. This position is eligible for a hybrid work schedule.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
30%	Customer Support and Technical Management. Provide comprehensive customer support including managing user accounts for CAL-ACCESS, processing Entra ID and password requests, and certifying third-party vendors for Application Program Interface (API) compatibility. Establish and maintain user accounts, resolve technical access issues, and ensure users have appropriate permissions across all platforms. Communicates professionally with members of the public, press, filers, and other government agencies to provide access to database and general information. Assist third-party software vendors in system certification, provide technical guidance, review vendor documentation, and ensure seamless integration with CAL-ACCESS.
30%	Data Analysis, Reporting, and Data-driven Solutions. Retrieve data from the CAL-ACCESS database, and other sources, to complete various reports related to the processing of campaign and lobbying registration and disclosure documents. Perform varied data analysis related to campaign and lobbying registration and disclosure data and workflow statistics. Proactively analyze workflow patterns, identify bottlenecks, and implement streamlined procedures utilizing workflow management tools. Utilizing business process engines, help to implement new legislation changes that affect divisional business workflows. Assist and support administrators of the CAL-ACCESS system by providing testing services and verifying data.
20%	Maintain the PRD website using the Content Management System (CMS). Edit, create, and update content to enhance the division's online presence. Ensure the website meets performance standards, user expectations, and the Secretary of State's web compliance guidelines by working with IT Division staff and team members. Ensure all PDFs on the PRD website meet ADA compliance standards by reviewing and editing documents to make them accessible to individuals with disabilities. Ensure proper tagging, alternative text for images, and readable formatting. Work closely with team members to address any accessibility issues, ensuring all digital content adheres to accessibility guidelines and is usable by all members of the public.
10%	Respond to inquiries from external stakeholders about database information and general assistance. Author and update procedure documents. Direct emails to the appropriate divisional Subject Matter Experts for resolution and respond to general inquiries as needed.

MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	Serve as backup for critical divisional functions including webpage approvals for other divisional units, urgent data requests, and specialized technical tasks normally performed by other team members. Participate in special initiatives, compliance audits, and interdivisional projects as assigned. Support implementation of system upgrades that affect divisional operations.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III**EMPLOYEE/SUPERVISOR STATEMENT**

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ➡	EMPLOYEE SIGNATURE ➡	DATE SIGNED ➡
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➡	SUPERVISOR SIGNATURE ➡	DATE SIGNED ➡
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