State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Recovery Closeout & Infrastructure/ Closeout Division/ Closeout I	POSITION NUMBER: 163-532-5157-003 CN: 11575	CBID: R01
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Analyst I is under the supervision of the Closeout Unit I Program Manager I (PM I).

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   This position works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Analyst I will have daily contact with other analysts; project operations staff; consultants; federal, state, and local government representatives; and Program Managers, and serve as a point of contact for local, state, and federal agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position may result in failed administrative and programmatic performance being completed accurately or timely, delayed recovery activities during emergency or disaster recovery, inaccurate correspondence and/or misinformation disseminated to various entities. This position has a high confidentiality requirement. Ultimately, the consequence of error is client inability to assist local governments with response and recovery to emergency situations and resulting in potential penalties and fines for Cal OES.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.
   Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night).

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the supervision of the Program Manager I, the Analyst I performs varied analytical duties of average difficulty relating to the provision of federal and state disaster assistance and mitigation grant programs within the Cal OES Recovery Directorate. Must be proficient with using spreadsheets, data tracking, cross-checking data, and data entry. The Analyst I will work collaboratively with a multi-disciplinary team. They may provide recommendations on program projects, assist in developing and generating comprehensive reports and other priority initiatives for the Unit. Works under strict regulatory and administrative deadlines and acts independently to maintain a routine workload and respond to short-term special projects and priority assignments. Reviews and analyzes policies, procedures, and makes recommendations on program-related issues. Advises management on potential program alternatives and impacts.

The incumbent must be able to logically and creatively analyze and resolve governmental and administrative problems of an average complexity. Gathers and analyzes data to develop and evaluate alternatives for a variety of administrative and program related areas, making recommendations to management on those alternatives. Communicates effectively orally and in writing, and function in an environment with demanding and changing priorities. Will work independently or as part of a team while maintaining a standard workload and responding to frequent short-term tasks.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Program Analysis and Administrative Support Supports with reviewing, analyzing, and making recommendations regarding work of increased complexity and sensitive administrative issues. This includes funding inquiries, report tracking, fiscal reports, general program questions, and a variety of telephone and written inquiries related to the general program questions, and variety of telephone and written inquiries related to the items listed above. Reviews and analyzes these documents to ensure compliance with applicable federal and state laws, as well as regulations and policies. Prepares recommendations or responses as needed for these items to be presented to management. Supports with developing, reviewing, analyzing, monitoring, tracking, and validating issue briefs, memorandums, program objectives, and funding recommendations. Attends various meetings to stay aware of relevant issues. Uses various databases and software to perform job tasks and receives training on new technologies as needed. Collaborates with staff to create, monitor, and update various electronic databases, tables, and charts. Must have the ability to provide quality control, evaluate situations accurately, take

	effective action, and apply knowledge of policies or procedures within Cal OES.
20%	Data Tracking Tracks and manages formal requests for information and time sensitive reports in three separate systems ensuring data alignment. Tracks, manages, and responds in a timely manner to daily incoming email inquiries in the Division mailbox. Tracks and updates key data from federal response documents into two tracking and data systems. Regularly cross-checks and updates data across the department spreadsheet, department Salesforce data system, and the federal grants management system to ensure that all information is aligned accordingly. Cross-checking data from federal grants management system closeout report with the Salesforce data tracking system to ensure that all projects are captured and addressed in subsequent technical reports. Enters and updates task data of staff closeout assignments within the Salesforce data tracking system and the Closeout Master Tracker. Corrects any errors or duplicates in these systems. Updates data in the federal quarterly report. Tracks emails generated from the federal grants system and enter key data into the Master Tracker spreadsheet. Noting any errors, anomalies, or corrections needed from these emails and proactively making necessary adjustments.
20%	Special Projects Responsible with completing special projects under the direction of management such as issue briefs and reports. Conducts research, data gathering and analysis. Provides technical assistance to state advisory committees and task forces. Responsible for gathering, compiling, editing and interpreting quantitative data or developing, implementing and monitoring systems and procedures to assemble and structure the necessary data. Participates in presentations, workgroups, and trainings with a variety of audiences, which may require travel to regional offices or other designated sites.
20%	Program Development Reviews, analyzes, processes, and prepares responses to a variety of written communications such as policy memos, state and federal laws and regulations, forms, documentation and correspondences pertaining to the program. Conducts research and evaluation, analysis of policy options, reviews legislation and program precedent, and conducts other investigations as necessary to develop, implement, or change policies and procedures in support of programmatic objectives.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☐	☒
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☐	☒	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title