



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Analyst II

Working Title: Administration Analyst

Position Number: 535-150-5393-950

Division/Branch or Office: Small Offices/Executive Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: October 15, 2026

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Deputy Executive Director, performing at the full journey person level, the Administration Analyst performs the more responsible, varied, and complex analytical assignments and independently performs a wide variety of consultative and analytical assignments.

The incumbent performs the more responsible, varied, and complex technical analytical assignments and will work with other team members in the management of administration processes consistent with those of the Energy Commission. The incumbent serves as a key contact person and coordinator for the development, implementation, and maintenance of administrative programs including but not limited to, collaborating and working with small office and division administrative analysts, human resources, business services, information technology, and training office. The incumbent acts as the Executive Office's representative in related task forces, committees, working groups and teams. The incumbent functions in a demanding and changing environment, which requires the ability to work independently, as well as, in a team capacity, while effectively maintaining a routine workload and also regularly responding to multiple short-term tasks.

Essential Duties

25% **Administration:** Oversees and supports Executive Office and Commissioner office operations, ensuring systems and processes comply with CEC and state requirements. Leads administrative

improvement projects, coordinates information requests, and manages deliverables. Serves as subject matter expert on administrative procedures, division liaison responsibilities, training and performance compliance, automation efforts and assist with special projects.

As backup manages complex executive calendars, balancing and prioritizing meeting requests while coordinating with staff, agencies, and external partners. Reviews the purpose and context of meetings, researches relevant background information, gathers key details, and ensures leadership is fully prepared. Identifies scheduling conflicts and recommends adjustments to support operational priorities.

Responds to invitations and inquiries from internal staff, government agencies, and external organizations, often involving high-level coordination with agency and state leadership. Administers timekeeping for Commissioner staff; and oversees students/retired annuitants. Acts as Records Management Coordinator and collaborates with training leads to develop administrative training modules. Participates in staff meetings, attends training, and provides work status reports.

- 20% **Information Systems Streamlining and Resources:** Collaborates with the Information Systems Analyst to assess and improve processes using Microsoft applications. Leads interdivisional efforts to enhance workflows, update templates, and streamline automation. Tests database functions; updates the Executive Office SharePoint site; and develops governance documents for consistent site development. As backup creates user manuals, forms, templates, and step-by-step guides. Develops training materials and provides both group and one-on-one training on operational and automation processes.
- 20% **Information Systems Management:** Develops and maintains the Executive Office's SharePoint site and related webpages. Partners with leadership and the Information Systems Analyst to build workflows, pages, and document libraries. Serves as a SharePoint subject matter expert and recommends improvements. As backup creates forms, templates, and instructional materials. Supports interdivisional process improvement efforts, including technology and document management updates, and provides group and one-on-one training.
- 15% **HR Liaison:** Serves as the Executive Office's HR liaison, reviewing and recommending actions on Request for Personnel Action to ensure compliance with state and CEC policies. Advises leadership on civil service rules and departmental procedures. Oversees interview scheduling, onboarding, separations, and new employee orientation. Responds to personnel document requests and coordinates timely completion of probation reports. Manages annual tracking and submission of Performance Appraisals and Individual Development Plans.
- 15% **Travel Coordinator:** Coordinates with the travel advisor/administrative Analyst to make travel arrangements including preparing travel authorizations and justifications; reserves lodging, ground, and air transportation; prepares detailed trip itineraries; prepares travel expense reimbursement forms according to state guidelines; maintains an electronic (CalATERS) record of advances and expense claims submitted, reimbursed, and outstanding.



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Marginal Duties

- 5% Provides administrative support in the absence of Executive Office Administrative Analyst II, and performs other duties as assigned consistent with the classification.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is office-based, which means the incumbent works more than 50 percent of their time from the office headquarters.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's 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 and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Jennifer Martin-Gallardo

Supervisor's Signature: _____ **Date:** _____