State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst I	Administrative and Operations Analyst

PROGRAM NAME	UNIT NAME
Occupational Safety and Health Standards Board	Administrative Unit

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
2520 Venture Oaks Way, Ste. 350, Sacramento CA 95833	400 – 850-5157-985

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under supervision of the Executive Officer (EO), the Analyst I will perform a wide variety of administrative, operational, and analytical duties for the Occupational Safety and Health Standards Board (Board) including, but not limited to: managing software project tracking platforms; coordinating web content posting and document remediation; submitting service tickets and coordinating with IT to provide services for overseeing tech equipment and track and maintain office supply inventories; executing document retention and digitization schedules; providing remote technical support for board meeting broadcasts; and backing up general administrative functions and front office duties. The incumbent must maintain a routine workload, meet internal and external deadlines, communicate effectively, and maintain professional working relationships. Candidates must be able to perform the following essential functions with or without reasonable accommodations.

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Percentage of Time Spent	Duties Essential Job Functions
35%	**Digital Communications, Web Posting, and Software Management** Serves as the primary administrator for the Board's web presence and internal tracking systems. Coordinates the preparation, formatting, and remediation of various documents (PDFs, Word documents, etc.) to ensure full accessibility compliance in accordance with state and federal standards (Section 508) prior to internet publication. Updates and maintains the Board's website content using appropriate content management tools. Manages the administration of the JIRA software project management platform, configuring project boards, tracking workflow progress, generating status reports, and providing technical guidance and user support to Board staff to optimize operational efficiency and task tracking. Analyzes workflow bottlenecks, web traffic patterns, and JIRA ticket trends to evaluate system effectiveness; compiles and interprets data to generate periodic reports and actionable recommendations for management on resource allocation, process improvements, and digital communication strategies.

25%	**Asset Management, Inventory Control, and Records Retention** Analyzes and manages comprehensive tracking and inventory systems for all technological equipment, hardware, and peripherals (including computers, monitors, printers, mice, and related accessories) and general office supplies. Conducts regular physical inventories, coordinates equipment lifecycle maintenance or surplus processes, and maintains accurate property logs in compliance with departmental guidelines. Administers the office records retention schedule, leading the processing, scanning, and digitization of physical hard-copy documents. Recommends proper record retention periods, archiving processes and disposal methods to management. Analyzes and ensures proper electronic file naming conventions, logical folder structures, secure shared-drive storage, and adherence to state records retention and destruction protocols.
20%	**Board & Advisory Committee Meeting Technical Infrastructure & Administrative Back-Up** Acts as a technical back-up for monthly Board meetings and occasional Advisory Committee Meetings, managing "backend" digital infrastructure to ensure seamless audio, video, and streaming broadcasts function reliably for remote participants and the public. Responsible for pre-meeting technical preparations, including conducting pre-session equipment tests, configuring streaming software, troubleshooting potential hardware or connection issues prior to broadcast, and coordinating with presenters or technical staff. Troubleshoot connection, software, or hardware issues during live sessions in coordination with technical staff. Backs up other administrative analysts and departmental staff by assisting with general office duties, mail processing, correspondence tracking, and routine administrative workflows to ensure uninterrupted business operations.
15%	**Procurement, Vendor Coordination, and Facilities Support** Assists with routine administrative purchasing and procurement requests for standard office supplies, non-IT equipment, and services. Tracks office supply inventory and maintains sufficient levels of supplies, purchase orders, coordinates with vendors regarding delivery schedules and inventory receipts, and assists in reviewing invoices for accuracy. Serves as a point of contact for routine facilities, equipment maintenance, and administrative inquiries, preparing reports, memos, and spreadsheets as requested by management.
Percentage of Time Spent	**Marginal Job Functions**
5%	**Special Projects and General Duties** Performs other duties as assigned to fulfill the operational needs of the Board. This includes, but is not limited to, participating in team and staff meetings, contributing to special administrative projects, collaborating with multi-disciplinary teams to research and draft administrative reports, and providing continuous support across

	the administrative unit.

Conduct, Attendance, and Performance Expectations

The Analyst is expected to maintain consistent and regular attendance and adhere to departmental policies and procedures regarding attendance, leave, and conduct; develop and maintain collaborative working relationships with management, staff, and outside parties; complete assigned work on time, review work for accuracy, and maintain confidential data; keep supervisor informed of problems and provide possible solutions; show initiative and take responsibility for their work; and exercise good judgment and tact.

Supervision Received

This position reports to and receives supervision from the EO.

Supervision Exercised

None

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

This is a full-time, limited-term position with the Board, located in a temperature-controlled environment with artificial lighting in a commercial office building. The incumbent will work at a desk and is required to work extensively on computers for document remediation, web posting, inventory tracking, project management, and communication purposes. Hybrid telework options may be available and will be considered in accordance with departmental policies. The incumbent is expected to work a standard 40-hour work week, Monday through Friday, with occasional adjusted hours as required to support board meetings or operational needs.

Special Requirements/Other Information

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

Physical Abilities

Requires the ability to be in a stationary position for prolonged periods at a computer, operate standard office equipment, and occasionally move and transport office items, files, and equipment safely (up to 25 pounds).

Additional Requirements/Expectations

The incumbent must possess strong organizational skills, attention to detail, and proficiency with standard productivity software (such as Microsoft Office Suite). Requires the ability to learn and adapt to specialized platforms (such as JIRA, document remediation software, and scanning equipment), communicate complex technical or administrative processes clearly in writing and verbally, and work effectively both independently and as part of a collaborative team.

Personal Contacts

The incumbent has daily contact with staff within the Board, frequent contact with other DIR divisions and units, and occasional contact with external vendors, state control agencies, and members of the public.

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

IS	10/21/2026
C&S Analyst Initials	Approval Date