DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-407-5157-803	**Date:**
Class: Analyst I	**Name:**

Under the supervision of the Supervisor I, the incumbent performs a range of analytical and administrative support duties in support of the Women Veterans Division (WVD).

The incumbent assists with the collection, organization, and analysis of program data; supports outreach, training, and communications efforts; and contributes to the development and implementation of programs and services for women veterans statewide. Assignments are performed with guidance and direction, and the incumbent is expected to develop analytical skills and exercise sound judgment within established parameters.

% of time performing duties:	ESSENTIAL FUNCTIONS
25%	**Program Support and Data Analysis** Assist in collecting, compiling, and organizing program data related to outreach, training, and services for women veterans. Support the analysis of quantitative and qualitative data to identify trends and assist in evaluating program effectiveness. Prepare draft reports, summaries, and tracking tools to support program evaluation and decision-making. Maintain data systems, including the Women Veterans Roster, ensuring accuracy and completeness.
25%	**Outreach and Stakeholder Support** Assist in the development and implementation of outreach activities designed to increase engagement with women veterans. Support the creation and distribution of outreach materials and informational resources. Coordinate logistics for meetings, trainings, and outreach events, including scheduling, participant tracking, and follow-up communications. Participate in meetings and events, as assigned, to support division initiatives. Travel to support outreach activities, meetings, and events, including visits to CalVet Veterans Homes and partner sites, and assist with the preparation and submission of required travel documentation in accordance with departmental policies.
20%	**Event and Program Coordination Support** Assist in planning and coordinating program activities and events, including developing timelines, checklists, and logistical plans. Provide administrative support by coordinating materials, supplies, equipment, and tracking purchases, service requests, and contracts through FI$Cal and other systems in compliance with established procedures. Primary support to the Deputy Secretary by managing calendars, preparing and organizing meeting materials, tracking and completing follow-up actions, and coordinating travel logistics and required documentation in accordance with CalVet policies.
15%	**Communications and Content Support** Assist in drafting, reviewing, and updating content for digital and print platforms. Monitor communications platforms and respond to inquiries, as directed. Support updates to the division's website to ensure information is current and accurate. Track engagement metrics and assist in compiling data to support communications analysis.

10%	**Veteran Services Support** Provide general information and referrals to veterans and their families regarding available programs and services. Assist in responding to inquiries and routing requests to appropriate resources. Support efforts to gather and organize demographic and program data related to women veterans to inform outreach and service delivery.
NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as assigned.
SPECIAL REQUIREMENTS / WORKING CONDITIONS	
	This position requires occasional statewide travel, including overnight stays, to support outreach events, meetings, and training activities. The incumbent must be able to travel to various locations, including CalVet Veterans Homes and partner sites. The incumbent is responsible for preparing and submitting required travel documentation, including travel expense claims and supporting receipts, in accordance with departmental policies and timelines.

Position No: 803-407-5157-803	Date:
Class: Analyst I	Name:

PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Computer work, document review.					X
HEARING: Communication with staff/public.					X
SPEAKING: Meetings, presentations.					X
WALKING: Office and event environments.				X	
SITTING: Workstation, meetings, training.					X
STANDING: Events, document handling.				X	
BALANCING:		X			
CONCENTRATING: Analysis, research					X
COMPREHENSION: Policies, procedures, data.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.				X	
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Keyboard, phone use.					X
REACHING: Equipment use.				X	
CARRYING: Documents/materials.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier and access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Documents, materials.					X
DRIVING: Meetings, outreach, events.		X			
OPERATING EQUIPMENT: Computer, office equipment.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed in this Duty Statement, and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee Signature_____ Date _____

Supervisor Signature _____ Date _____

Human Resources Signature _____ Date _____