

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Analyst II	POSITION NUMBER 538-201-5393-020
WORKING TITLE Program Support Unit Analyst	DIVISION/UNIT California Geological Energy Management Division /Administrative Support Unit
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 4

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:

Under the direction of the Administrative Support Unit Manager (Supervisor I), the Analyst II, will help and assist in overseeing and executing a range of administrative support functions. This includes, but is not limited to, reviewing and implementing purchase request for CalGEM and document the process, Public Records analysis, business process; coordinates reports, organizes and maintains tracking of public comments and requests. The incumbent will help provide a less complex analytical and administrative duties in support of Headquarters’ business operations, special projects and identifying and analyzing processes to improve the operating efficiency and effectiveness with the Division. The incumbent should demonstrate an innovative ideas, creativity and critical thinking. Duties include but not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION

POSITION DUTY STATEMENT

30%	Conducts moderately complex analytical and administrative support related to IT and non-IT purchasing, procurement tracking, and budget monitoring. Assists with reviewing purchase requests, procurement documentation, invoices, and related records to ensure accuracy, compliance with applicable policies and procedures, and alignment with approved budgets. Monitors and tracks IT and non-IT purchases, expenditures, encumbrances, and available balances; identifies discrepancies or potential budget issues and assists with researching and resolving variances. Prepares and maintains purchasing and budget tracking reports, spreadsheets, and related documentation to provide management with accurate and timely information for financial and operational decision-making. Assists with forecasting expenditures, monitoring anticipated purchasing needs, and identifying potential funding or budget concerns. Provides technical support and guidance to staff regarding purchasing processes, documentation requirements, and tracking procedures. Develops and maintains business process documentation, tracking tools, and procedures to support consistent purchasing practices, improve accountability, and enhance budget monitoring and reporting.
30%	To help review and screen PRA requests and coordinate with Legal as to the proper dissemination of records and other legal documents. Become familiar with the Public Records Acts and exercise judgment as to the proper implementation of all legal, regulatory, and statutory requirements necessary to ensure compliance. Support management in the development of Internal office policies and practices that are consistent with these requirements. Perform research and data collection of Division regulated activities as directed by management. To assist in conducting audits on current business processes and procedures, and analyze data to ensure completeness in the process. To help establish internal processes and training methodologies based on the Division's goals, objectives, and mandates. Work with the department's Legal Office and analyze problems as they relate to public records and assisting and advising Legal as to suggest appropriate actions. Work with the public using good judgement in assisting them and directing them to the needed information while assisting in compiling with all statutes and regulations as they apply to records.
20%	Write reports and assist management with special projects requiring analytical skills, such as statistical analysis of division data, technical support functions, project review and organizational structure. Learn project management methodologies to assist in establishing project charters, work plans, and tracking project plans for change implementation. Help to identify, analyze, and prepare risk mitigation tactics. Assist in creating and implementing change management strategies that maximize employee adoption and minimize resistance. To help conduct organizational assessments of inclusive work teams within the Department through research, interviews, focus groups, and business process analysis.
15%	To help collaborate and support with various CalGEM and Department of Conservation (DOC) administrative units—including, but not limited to, the DOC Budget Office, Accounting Office, CalGEM's Data Management, Research and Special Projects, Underground Gas Storage, and Geothermal Units—to help compile projected costs for tracking and monitoring of budgets and expenditures. In coordination with these units, assist in developing and implementing processes to ensure accuracy, transparency, and timely execution. To help prepare and support documentation, including approvals, to ensure compliance with all regulatory and procedural requirements, and maintain proper documentation of all activities.

MARGINAL FUNCTIONS

POSITION DUTY STATEMENT

PERCENT	DESCRIPTION
5%	Administrative Performs administrative duties, including but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests, including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Analyst II reports directly and receives the majority of assignments from the Supervisor I and also receives direction from the Supervisor II.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The Analyst II will provide and assist a variety of less complex analytical duties in support of the Division's reporting and fee requirements, coordinating with clerical, analytical, technical engineering staff, and Management within the District and Division. Communications may include interaction with the public, Oil & Gas Operators, the Legal Office, and control agencies. Additional coordination with contractors and/or operators might be necessary.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success of the most critical functions of the Division and Department's policy role, and the public image of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.
- The Division may not collect all money owed by the operators and may affect funding of all Division staff.
- Oil and Gas Operators may not be uniformly regulated, and we will lose credibility.
- Possible hazards to life, health, property, and natural resources.
- Without properly documented business processes in place, new staff will not be able to step into new positions with confidence.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

POSITION DUTY STATEMENT

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Other Qualifications:

- Treat others with respect and work in a team environment.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve governmental problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	<ul style="list-style-type: none">• Work in an office environment, sitting at a desk during core office hours, using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting conditions for prolonged periods of time.• Use of a multi-line telephone console or a cordless telephone.• Moving/walking about the office and standing or sitting during in-person meetings.• Bend (neck and waist), squat, kneel, and twist (neck and waist).• Perform repetitive hand motion, simple grasping, fine manipulation, pushing, and pulling with the right and left hands.• Reaching (above and below shoulder level).• Participate in meetings inside or outside the Department.• Work in a high-rise building.
Occasionally	<ul style="list-style-type: none">• Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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