DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Analyst II **POSITION** #: 472-xxx-5393-xxx
WORKING TITLE:

POSITION DESCRIPTION: Under the direction of the Executive Manager, the Analyst II performs the most complex analytical tasks and independently monitors and tracks projects, initiatives, and other assignments in support of the Executive Manager. Assist the Executive Manager in a variety of operational and program activities. On behalf of the Executive Manager, the Analyst II works with Division Deputies and other staff, and external parties by relaying critical information, analyzing and following up to resolve outstanding issues. Must maintain a high level of confidentiality and build a broad understanding of the operations, programs, policies, and activities under the Executive Manager.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under general direction of, the Executive Manager.

EXAMPLES OF DUTIES:

Essential Job Functions:

40% Assume the lead responsibility in directing the overall operations and program activities of the Executive Manager. Research and analyze confidential and sensitive departmental program and operational policies and issues and present recommendations to the Executive Manager and other management staff. Create, review, and edit a variety of internal and external memorandums, letters, program directives, briefing materials and executive reports. Draft communications (procedure/program notifications, etc.) on behalf of the Executive Manager to send to staff, executive staff, external entities, and control agencies. Ensure all program directives and internal and external communications are accurate and adhere to the Department's written communications and posting guidelines. Gather information and prepare recommendations to the Executive Manager on a broad range of operational, program, projects, initiatives, and other activities under the direction of the Executive Management. Acts in a lead capacity for many operational, program, budget, and fiscal areas, and perform policy analysis, and review completed assignments on behalf of the Executive Manager.

20% Plan, organize, and direct special projects, initiatives, and other assignments on behalf of the Executive Manager. Prepare and provide workflow analysis and project schedules, and ensure deadlines are met. Review any fiscal and budget trackers for projects and policy initiatives to ensure within scope and allocation. Analyze and evaluate all material for the Executive Manager's personal reply. Coordinate with and provide consultation to the Director, Deputy Directors, and Executive Leadership Team on project and program directives. Assemble factual data, compose and generate issue papers/reports, and/or correspondence upon which the Executive Manager can base decisions. Determine the priority level of documents based upon Manager. On an as-needed basis, participate as a user participant tester on various workgroups to provide feedback on projects and initiatives. Workgroup participation may require gathering and analysis of data, report writing, and development of recommendations. Prepare, and/or

review correspondence or reports for the Executive Manager and other management staff, and re-format if required. Work independently or with other staff on special projects or work assignments as necessary.

20% Independently resolve operational, program issues and problems and/or recommend a course of action to the Executive Manager to ensure implementation of changes. Ensure staff are aware of updated processes, guidelines, procedures and laws and rules. Track upcoming legislation, legislative and budget deadlines, and other activities that may impact the Executive Manager's operations and programs and prepare and present summary papers as needed.

10% Schedule meetings internally and externally and coordinate the Executive Manager's activities, including working with other agencies, groups, and organizations. Independently arrange for all activities, events, meetings, transportation, and itineraries for the Executive Manager. Track all correspondence, reports, meetings, appointments, forms, etc. and handle scheduling and travel arrangements for the Executive Manager and other management staff. This includes independent research, follow-up to originator as necessary, to obtain information for the planned meeting, appointment, conference, etc. This also includes maintaining appropriate travel receipts and other documents to process travel claims.

Marginal Job Functions:

10% Other duties assigned as needed for the Executive Manager.

WORKING CONDITIONS: This position is eligible to participate in the Department's hybrid telework schedule. Participation in telework is subject to Department guidelines.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices, and trends of public and business administration, including management and support staff services such as budgeting, personnel, and management analysis. Formal and informal aspects of the administrative, legislative, and budget processes in California. The Department's mission, goals, policies and practices, and organizational culture.

Ability to: Apply global thinking to all issues. Learn and understand the Department's mission and programs. Develop and maintain cooperative and harmonious relationships with Department staff and managers, the public, and other governmental agency staff. Work with professional staff to coordinate projects, initiatives, and other assignments. Analyze situations accurately and take effective action. Communicate and write effectively. Reason logically and creatively. Analyze data and present ideas and information effectively. Review and edit written documents. Establish and maintain work and project priorities.

CERTIFICATION OR LICENSE: None.

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Analyst I **POSITION#:** 472-xxx-5157-xxx
WORKING TITLE:

POSITION DESCRIPTION: Under the direction of the Executive Manager, the Analyst I performs the less complex analytical tasks and monitors and tracks projects, initiatives, and other assignments in support of the Executive Manager. Assists the Executive Manager in a variety of operational and program activities. On behalf of the Executive Manager, the Analyst I work with Division Deputies and other staff, and external parties by relaying critical information, analyzing and following up to resolve outstanding issues. Must maintain a high level of confidentiality and build a broad understanding of the operations, programs, policies, and activities under the Executive Manager.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under general direction of, the Executive Manager.

EXAMPLES OF DUTIES:

Essential Job Functions:

40% Assist with directing the overall operations and program activities of the Executive Manager. Research and analyze confidential and sensitive departmental program and operational policies and issues and present recommendations to the Executive Manager and other management staff. Create, review, and edit a variety of internal and external memorandums, letters, program directives, briefing materials and executive reports. Draft communications (procedure/program notifications, etc.) on behalf of the Executive Manager to send to staff, executive staff, external entities, and control agencies. Ensure all program directives and internal and external communications are accurate and adhere to the Department's written communications and posting guidelines. Gather information and prepare recommendations to the Executive Manager on a broad range of operational, program, projects, initiatives, and other activities under the direction of the Executive Management. Supports various operational, program, budget, and fiscal functions, conducts policy analysis, and assists with reviewing completed assignments under the direction of the Executive Manager.

20% Aid in the planning, organizing, and directing special projects, initiatives, and other assignments on behalf of the Executive Manager. Prepare and provide workflow analysis and project schedules, and ensure deadlines are met. Review any fiscal and budget trackers for projects and policy initiatives to ensure within scope and allocation. Analyze and evaluate all material for the Executive Manager's personal reply. Coordinate with and assist with providing consultation to the Director, Deputy Directors, and Executive Leadership Team on project and program directives. Assemble factual data, compose and generate issue papers/reports, and/or correspondence upon which the Executive Manager can base decisions. Determine the priority level of documents based upon knowledge of current Departmental priority issues and presents information to the Executive Manager. On an as-needed basis, participate as a user participant tester on various workgroups to provide feedback on projects and initiatives. Workgroup participation may require assistance in gathering and analysis of data, report writing, and development of recommendations.

Prepare, and/or review correspondence or reports for the Executive Manager and other management staff, and re-format if required. Work with other staff on special projects or work assignments as necessary.

20% Resolve operational, program issues and problems and/or recommend a course of action to the Executive Manager to ensure implementation of changes. Ensure staff are aware of updated processes, guidelines, procedures and laws and rules. Track upcoming legislation, legislative and budget deadlines, and other activities that may impact the Executive Manager's operations and programs and prepare and present summary papers as needed.

10% Schedule meetings internally and externally and coordinate the Executive Manager's activities, including working with other agencies, groups, and organizations. Coordinate all activities, events, meetings, transportation, and itineraries for the Executive Manager. Track all correspondence, reports, meetings, appointments, forms, etc. and handle scheduling and travel arrangements for the Executive Manager and other management staff. This includes researching, following up to originator as necessary, to obtain information for the planned meeting, appointment, conference, etc. This also includes maintaining appropriate travel receipts and other documents to process travel claims.

Marginal Job Functions:

10% Other duties assigned as needed for the Executive Manager.

WORKING CONDITIONS: This position is eligible to participate in the Department's hybrid telework schedule. Participation in telework is subject to Department guidelines.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices, and trends of public and business administration, including management and support staff services such as budgeting, personnel, and management analysis. Formal and informal aspects of the administrative, legislative, and budget processes in California. The Department's mission, goals, policies and practices, and organizational culture.

Ability to: Apply global thinking to all issues. Learn and understand the Department's mission and programs. Develop and maintain cooperative and harmonious relationships with Department staff and managers, the public, and other governmental agency staff. Work with professional staff to coordinate projects, initiatives, and other assignments. Analyze situations accurately and take effective action. Communicate and write effectively. Reason logically and creatively. Analyze data and present ideas and information effectively. Review and edit written documents. Establish and maintain work and project priorities.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.