DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISION OF POPULATION RISK, QUALITY ASSURANCE AND DATA
RISK MANAGEMENT BRANCH
RISK DATA OPERATIONS SECTION
POLICY MANAGEMENT AND SYSTEMS UNIT

DUTY STATEMENT

JOB TITLE: Analyst I **POSITION #:** 472-540-5157-001

WORKING TITLE: Analyst I **EMPLOYEE**:

POSITION DESCRIPTION: Under supervision of the Supervisor I in the Policy Management and Systems Unit within the Risk Management Branch (Branch), the Analyst I provides administrative and analytical support to the Branch. This position applies basic analytical skills to personnel liaison activities, project tracking and reporting, and monitoring of the Department of Developmental Services' (Department) risk management initiatives and projects serving individuals with developmental disabilities.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports directly to, and under supervision of, the Policy Management and Systems Unit, Supervisor I.

EXAMPLES OF DUTIES:

Essential Job Functions:

40% Serves as the personnel liaison between the Branch, and the Department's Human Resources Branch (HRB). Assists the Branch with all personnel related matters including but not limited to recruitment, selection, and position documentation. Researches position history and classification requirements to prepare documents necessary for all Requests for Personnel Actions (RPAs). Reviews unit timekeeping records for compliance with applicable memoranda of understanding and leave rules, identifies discrepancies, and coordinates corrections with HRB. Schedules candidate interviews and coordinates interview panel selection. Reviews duty statements for appropriateness and compliance with CalHR allocation guidelines and classification specifications as required.

30% Maintains and administers various electronic databases, project tracking systems, and reporting tools for the section; gathers, compiles, reconciles, analyzes, and interprets data to support program operations and management decision-making. Coordinates and facilitates internal and external meetings, develops and maintains agendas, tracks action items, monitors outcomes, and

follows up with stakeholders to ensure timely completion of assignments and projects. Maintains and monitors numerous project trackers, conducts analysis of project status data to identify trends, risks, issues, and potential impacts, and develops recommendations for corrective actions and process improvements. Prepares weekly and bi-weekly analytical reports and briefings for Department management. Performs detailed review, analysis, and editing of technical reports and develops executive summaries and informational materials for diverse audiences. Conducts administrative compliance reviews and monitoring activities to evaluate the implementation and effectiveness of quality management initiatives and projects, ensuring activities are conducted in accordance with applicable statutes, regulations, policies, and procedures. Utilizes independent judgment and discretion to evaluate findings, identify areas requiring management attention, and recommend solutions to support program objectives.

25% Reviews, analyzes, and edits forms, correspondence, memorandums, governmental reports, and other administrative documents to ensure accuracy, consistency, completeness, and compliance with applicable statutes, regulations, policies, and procedures. Develops, implements, and maintains procedures, data reporting files, backup documentation, technical notes, and internal guidance materials to support program operations and continuous process improvement. Researches complex issues and responds to inquiries from individuals, Department staff, management, and stakeholders by interpreting and applying relevant laws, regulations, policies, and procedures; provides recommendations and guidance regarding appropriate courses of action. Conducts research and administrative analysis to resolve operational issues and support management decision-making. Reviews Branch travel requests for compliance with state travel rules and regulations, analyzes supporting documentation, coordinates travel arrangements, and provides recommendations or corrective guidance as needed to ensure compliance with established requirements.

Marginal Job Functions:

5% Attends required training and performs other duties as assigned within the scope of the classification.

WORKING CONDITIONS:

Work is performed in an open partitioned office area. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Microsoft Office Suite, Windows and related software; principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; State personnel practices and transactions.

Ability to: Demonstrate good judgment, work well under pressure and perform multiple tasks with accuracy and precision; maintain confidentiality and tact; work independently or with a group and meet deadlines while managing multiple assignments in order to meet Department goals and objectives; interact positively with staff at all levels and take effective action to complete assignments with accuracy, precision and neatness; prepare correspondence independently or with direction; communicate effectively. interpret and apply statutes, regulations, policies, and procedures; analyze data, develop alternatives and present ideas and information via effective communication; work in a collaborate manner in multi-disciplinary teams and develop and maintain cooperative and harmonious relationships with contractors, regional centers, Department staff, other state agencies, peers, the public and others.

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.