STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION
HRO-19 (REV 07/24)

DUTY STATEMENT

BRANCH	POSITION NUMBER (Agency – Unit – Class – Serial)	☐ CURRENT ☐ PROPOSED
ENTERPRISE OPERATIONS SERVICES	368-300-5393-903	

SECTION	CLASSIFICATION TITLE
Administrative Services	Analyst II
PROGRAM (If applicable)	WORKING TITLE: Executive Administrative Operations Analyst

REGIONAL HUB	COI	WWG	CBID	TENURE	TIME BASE
Sacramento	Yes	2	R01	Perm	FT

WORK SCHEDULE	SUPERVISION EXERCISED	SPECIFIC LOCATION ASSIGNED TO
M-F 8am-5pm	No	1400 10th Street, Sacramento, CA 95814

INCUMBENT (If known)	EFFECTIVE DATE

PRIMARY DOMAIN (IT positions only)	N/A

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long- range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the general direction of the CEA, Deputy Director of Administration, the Analyst II serves as the Executive Administrative Operations Analyst for the Administrative Division. The incumbent performs complex and sensitive analytical and administrative duties supporting the Deputy Director and the division's leadership team. The incumbent coordinates division-wide personnel activities, executive assignments, reporting requirements, document routing, and other administrative processes; monitors deadlines and deliverables; identifies and resolves workflow issues; and develops tools and procedures to improve the efficiency and consistency of division operations.

The incumbent regularly handles confidential and sensitive information, communicates with executive leadership and internal and external partners, and is expected to exercise a high degree of initiative, independence, organization, discretion, and sound judgment.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
35%	**Executive Assignments, Reporting, and Operational Coordination** Coordinate and monitor administrative assignments involving the Deputy Director and Administrative Division leadership. Receive, review, prioritize, and track requests, assignments, reports, and other deliverables to ensure timely completion. Gather information from division leaders and program staff; review submissions for accuracy, completeness, consistency, and

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	responsiveness; identify missing or conflicting information; and follow up as necessary. Develop and maintain reports, dashboards, calendars, logs, and other tracking tools that provide leadership with visibility into pending assignments, deadlines, decisions, and operational priorities. Analyze workflow and status information to identify delays, recurring issues, and areas requiring management attention. Prepare summaries, status reports, briefing materials, correspondence, and recommendations for review by the Deputy Director.
25%	**Personnel and Hiring Coordination** Serve as the Administrative Division's coordinator for recruitment, hiring, onboarding, and other personnel-related activities. Work with division leadership, supervisors, and Human Resources to develop and maintain recruitment schedules; coordinate required documents and approvals; track recruitment packages through each stage of the hiring process; and notify responsible parties of deadlines, outstanding information, or necessary corrective action. Review personnel and recruitment documents for completeness, consistency, and compliance with departmental requirements before submission. Maintain confidential recruitment and personnel tracking records and prepare periodic status reports for the Deputy Director and division leadership. Assist supervisors with interview scheduling, candidate communications, onboarding coordination, and related administrative activities. Evaluate existing practices and recommend improvements that reduce delays and establish consistent procedures across the division.
20%	**Executive Correspondence, Approvals, and Signature Tracking** Coordinate the review, routing, approval, and signature of documents submitted to the Deputy Director and Administrative Division leadership. Review incoming documents and packages for completeness, appropriate approvals, supporting documentation, and adherence to established formatting and routing requirements. Identify deficiencies and coordinate with originating staff to obtain corrections or additional information. Maintain centralized logs of documents awaiting review, signature, or further action; monitor due dates and aging items; provide status updates; and follow up with responsible parties to prevent delays. Maintain organized electronic records of completed documents and approvals. Develop written procedures, templates, and tracking mechanisms to improve the consistency, transparency, and timeliness of executive document processing.
15%	**Executive Scheduling, Meetings, and Administrative Support** Manage or assist with complex scheduling and calendar coordination for the Deputy Director, including prioritizing meeting requests, resolving conflicts, coordinating with internal and external participants, and assembling relevant background materials. Coordinate meetings involving Administrative Division leadership, including preparing agendas, collecting materials, documenting decisions and action items, and tracking follow-up assignments. Provide administrative and logistical support for executive meetings, presentations, interviews, and other division activities. Prepare, format, proofread, print, assemble, and distribute correspondence, reports, presentation materials, and confidential documents. Arrange meeting rooms, technology, and other logistical requirements as needed.

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	MARGINAL FUNCTIONS
5%	**Administrative Process Improvement and Other Duties** Review Administrative Division practices and recommend improvements to executive support, personnel coordination, document routing, records management, and reporting processes. Develop and maintain desk procedures, templates, reference materials, shared files, and standardized workflows. Participate in special projects and perform other job-related duties consistent with the classification and operational needs of the division.

KNOWLEDGE AND ABILITIES

Knowledge of: *Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.*

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.*

DESIRABLE QUALIFICATIONS

- Strong organizational and time-management skills, with the ability to manage multiple recruitments, competing deadlines, and shifting priorities in a fast-paced environment.
- Demonstrated ability to handle sensitive and confidential personnel information with discretion, professionalism, and sound judgment.
- Excellent written and verbal communication skills, including experience preparing recruitment-related correspondence, documenting reference checks, and drafting clear hiring materials.
- Experience coordinating recruitments, scheduling interviews, organizing panel activities, preparing schedules, and maintaining accurate and compliant hiring documentation.
- Ability to anticipate issues in recruitment processes, identify solutions, and support decision-making through organized documentation and communication with managers.
- Strong interpersonal and collaboration skills, with experience working effectively with hiring managers, HR staff, candidates, and external organizations.
- Proficiency with recruitment tracking systems, electronic filing systems, scheduling tools, and Excel for monitoring recruitment progress, documentation needs, and departmental hiring data.

SPECIAL PERSONAL REQUIREMENTS

- Ability to understand and handle highly sensitive and confidential matters with discretion and professionalism.
- Willingness to independently perform difficult and complex work requiring a high degree of responsibility.
- Ability to work efficiently, cooperatively, and tactfully under pressure and tight time constraints.
- Flexibility and adaptability to manage continuously changing priorities.
- Demonstrated discretion, sound judgment, and the ability to respond quickly and accurately.

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SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE