Form **DS-RF**
State of California
Secretary of State

Duty Statement
Rank and File

Section I **POSITION INFORMATION**

Print or type.

A. Current Position Number	B. Probationary Period/Job Evaluation Period	C. Form 700 Filer?
785-520-5393-002	12 Months	No

D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Analyst II	

G. Unit, Section, Division	H. Location
Executive, OVSTA Financial and Policy Unit	Sacramento

I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager
Vacant	Supervisor I, Assistant HAVA Director

K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R01	Full Time	Permanent

N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:00 – 5:00	Hybrid

Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ No

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Description of duties

Under the general supervision of the Supervisor I, Assistant HAVA Director, the Analyst II independently performs complex duties in the areas of program evaluation and analysis, planning and research; the incumbent may also be required to assist in other areas of Executive Division. The incumbent will work closely in cooperation with Secretary of State program areas, local jurisdictions, stakeholders, and vendors. The incumbent is expected to exercise sound judgment, initiative, communication, tact, and analytical skills; manage priorities with competing deadlines; develop findings and recommendations for management consideration, and exercise discretion in sensitive or confidential matters. Maintain regular, consistent and predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	**Budgeting, Invoicing and Reporting** • Independently review, track, record and approve encumbrances, expenses, invoices, and future budget obligations to funding status to support effective fiscal and program planning. • Review invoices and supporting documentation for accuracy, funding availability, and compliance with applicable program, contract, state, and federal requirements. • Identify and research fiscal related discrepancies and potential funding concerns; coordinate with program staff, vendors, contractors, and fiscal personnel to resolve issues. • Develop and maintain fiscal tracking tools and prepare funding projections, expenditure plans, and program status reports for management and applicable stakeholders. • Prepare and submit various funding and program status reports to state and federal entities. • Assist in the preparation of budgetary reports required by control agencies. • Assist in analyzing, drafting, and coordinating supporting documentation for budget changes proposal (BCPs) as needed.
40%	**Program Management Support** Provide analytical and program support for HAVA sponsored programs, including Election Observations and Polling Place Accessibility training, through the following: • Assist with program development planning and implementation by independently researching and analyzing program requirements, operational needs, and available resources to support program development. • Analyze program and business needs by coordinating with program staff, SME's, vendors, and other interested stakeholders. Present suggestions and findings to management. • Assist in the development of Requests for Proposals, Requests for Offers, Requests for Information and/or Statements of Work, and Contract Management. • Participate in and represent the unit at committees and/or meetings with counties, stakeholders, or constituents of the Secretary of State.
15%	**Special Project Management and Coordination**: • Act as a liaison and special projects leader by coordinating analytical assignments and the work of participants serving on various committees or workgroups established by the Secretary of State or control agencies. • Develop project objectives, work plans, timelines, and tracking methods. Gather and analyze relevant information, monitor project progress, and prepare findings, status updates, and recommendations for management. • Provide analytical assistance to other units within the Secretary of State during peak workload periods or on assignments consistent with the Analyst II classification, as needed.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	**Other duties as Required:** • Attend division or department meetings and participate in training and professional development activities, as required. • Perform other job-related duties consistent with the Analyst II classification.

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 that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED