



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☒ Current ☐ Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Legislative Affairs
Classification	Analyst II
Working title	External Affairs and Partnerships Analyst
Position number	418-100-5393-900
Prepared date	9/16/2026
Effective date	
Name	Vacant

General Statement

Under the direction of the Legislative and External Affairs Manager (C.E.A. B), the External Affairs and Partnerships Analyst (Analyst II) provides analytical, strategic, and coordination support to the Office of Data and Innovation's (ODI) external affairs and partnerships activities. As a full journey-level analyst and subject-matter generalist, the incumbent independently performs varied and complex assignments related to stakeholder engagement, partnership development and coordination, external outreach, briefing and correspondence preparation, mandated reports, and outreach and education activities for ODI programs, products, and initiatives.

The incumbent conducts research and analysis, develops materials for internal and external audiences, builds and maintains relationships with external stakeholders and partners, coordinates engagement activities, and tracks and synthesizes stakeholder feedback. The incumbent works across ODI's internal teams to identify partnership opportunities, coordinate outreach, and use stakeholder feedback to ensure all external affairs activities align with ODI's mission and strategic priorities. . The incumbent exercises independent judgment within established policies and procedures.

Essential Functions

Percentages	Description
40%	External Affairs, Partnerships, and Stakeholder Relations - Research and identify organizations, partners, events, conferences, speaking opportunities, and other engagements relevant to ODI priorities, and maintain calendars and tracking tools for upcoming opportunities. - Coordinate external meetings, briefings, roundtables, conferences, and events, including scheduling planning meetings, materials, presentations, and other needs. - Prepare event and engagement memos and support ongoing partner relationships by coordinating inquiries, tracking commitments and follow-up activities, and summarizing stakeholder feedback and emerging issues. - Maintain and manage ODI's Customer Relationship Management (CRM) system, including stakeholder and partner contact information, engagement history, relationship records, distribution lists, and follow-up activities; ensure information is accurate, current, and organized to support the Partnerships team's external engagement activities.
30%	Briefing, Correspondence, and Report Preparation - Research and prepare briefing memos, agendas, background materials, and other materials for external meetings, events, speaking engagements, and stakeholder briefings in coordination with program and communications teams. - Draft and coordinate responses to stakeholder inquiries, invitations, information requests, and other external correspondence, gathering and synthesizing information from ODI teams as needed. - Prepare meeting summaries and engagement readouts documenting key discussions, stakeholder feedback, commitments, and next steps, and maintain organized records of external affairs activities. - Gather input from program staff and draft legislatively mandated and other required reports, coordinating internal review, approvals, and deadlines.
25%	External Outreach and Education Campaigns - Support the development and execution of outreach and education strategies for ODI programs, products, and initiatives, including stakeholder mapping, audience identification, outreach plans, timelines, and engagement strategies. - Develop outreach and educational materials, including presentations, fact sheets, FAQs, briefing materials, and outreach correspondence, in coordination with program and communications teams. - Conduct and coordinate outreach to external organizations and partners, including briefings, demonstrations, webinars, listening sessions, and other

Percentages	Description
	opportunities to increase awareness, encourage participation, and gather feedback. Track outreach activities, participation, and stakeholder feedback; identify gaps or additional engagement opportunities; and prepare summaries and recommendations to inform ODI teams and future outreach efforts.

Marginal Functions

%	Description
5%	Perform other appropriate assignments as required.

Supervision Received

The External Affairs and Partnerships Analyst reports to and receives direction from the Legislative and External Affairs Manager (C.E.A. B)

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, Oakland, Los Angeles, and/or San Diego, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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 the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date