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 /JEP Period	C. Form 700 Filer?
785-551-5393-002	12 Months	No
D. Incumbent Name	**E. Classification/Job Title**	**F. Date of Hire**
TBD	Analyst II/Public Engagement & Operations Analyst	TBD
G. Unit, Section, Division		**H. Location**
Public Area, Political Reform Division		Sacramento
I. Name of Immediate Supervisor/Manager		**J. Classification/Title of Immediate Supervisor/Manager**
Kandace Linstrom		Supervisor I/Public Area Supervisor
K. CBID (Bargaining Unit)	**L. Time Base**	**M. Tenure**
R01	Full Time	Permanent
N. Work Schedule	**O. Work Hours**	**P. Telework**
Monday – Friday	8:00am – 5:00pm	Hybrid
Q. Background Check Required	**R. Job Requires Driving Automobile**	**S. Certification Required**
☐ Yes ☒ No	☐ Yes ☒ No	☐ YesClick here to enter text. ☒ 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

Under the general direction of the Public Area Supervisor (Supervisor I), the Analyst II independently performs complex analytical, operational, technical, and stakeholder-support duties for the Public Area Unit. The incumbent serves as a subject matter expert on electronic filing workflows, filer support processes, county-copy routing, training development, and operational modernization. The Analyst II supports the division's public-facing responsibilities by assisting filers, agencies, and county officials with electronic submission requirements, resolving system navigation issues, creating workflow documentation, and developing training resources. The incumbent also participates in system enhancement testing, workflow evaluation, and operational improvements to ensure accurate, timely processing of filings and consistent public access to information under the Political Reform Act. They will act as a team leader, training, and reviewing the work of others, supporting management, preparing complex analytical reports and data visualizations, planning for the implementation of new laws and regulations within CAL-ACCESS, and presenting information to internal and external stakeholders.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
30%	**Electronic Filing Operations, Workflow Coordination, and System Support** Independently perform a wide variety of technical and analytical duties to support the Public Area's intake and electronic filing operations, including monitoring shared inboxes, resolving submission and access issues for accurate routing of documents to appropriate PRD units, and document and provide solutions to resolve recurring system problems and workflow gaps to assist in issue resolution. This includes developing and maintaining and updating procedural resources as well as participating in system-related activities such as validating new features, reviewing workflow changes, and identifying opportunities to improve efficiency and filer experience. The incumbent will also provide instruction, scheduling, and task guidance for student assistants on Public Area procedures and review completed work for accuracy and completeness to support the overall quality of unit operations.
30%	**External Stakeholder Assistance, Outreach, and Public Guidance** Serve as a program resource for external stakeholders by providing detailed assistance to campaign treasurers, attorneys, county filing officers, state agencies, and the public regarding filing procedures, electronic submission requirements, and system navigation questions. Responsibilities include taking initiative by preparing and updating user guides, FAQs, and training materials, as well as conducting presentations, utilizing meeting software, and outreach to support a uniform understanding of filing requirements for external stakeholders. The incumbent will respond to escalated or complex inquiries requiring advanced knowledge of Public Area workflows, providing accurate county-copy routing and coordination with PRD units, and representing the Public Area in meetings and discussions concerning filing processes, operational updates, and public-facing materials. Additionally, the Analyst II will guide student assistants on procedural requirements and task execution to ensure consistency within Public Area operations.
30%	**Internal Program Support, Cross-Unit Coordination, and Special Projects** Provide backup support in the absence of the Public Area Supervisor, acting as the lead analyst to keep operations running smoothly. Offer analytical support to the Public Area Supervisor by identifying workflow challenges, implementing procedural updates, and assisting with initiatives that enhance the accuracy and efficiency of Public Area operations. This includes coordinating with Campaign, Lobbying, Compliance, and Data Services to ensure proper routing and handling of filings, participating in division-wide modernization activities, and contributing operational expertise to updates of public-facing resources and procedural materials. The incumbent will assist with training Public Area staff and student assistants on new or updated workflows, support peak workload periods, or staff absences to maintain continuity of operations, and participate in legislative policy discussions that may affect the Political Reform Division and its processes.

MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	**Public Records Act Research, Independent Analysis, and Operational Coordination** Perform related duties consistent with the Analyst II classification, including assisting with Public Records Act research, supporting special projects, participating in workflow evaluations, or completing other tasks as directed to support unit operations.

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
➧	➧	➧