State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Operations/Recovery Closeout and Infrastructure/Public Assistance I	POSITION NUMBER: 163-534-5393-010 CN 11558	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Program Manager II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Analyst II works under the direction of the Program Manager II (PM II) in the Public Assistance Division I.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   The Analyst II must be proficient in word processing skills on a personal computer, and possess strong writing, research, communication, and analytical skills. The Analyst II must also be able to read and understand technical and legal documents, and work in a team environment.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Analyst II will have daily contact with other analysts; program operations staff; consultants; federal, state, and local government representatives; and Program Managers and serve as a point of contact for local agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   If the Analyst II fails to complete written assignments by the regulatory deadlines, the subrecipients may lose their appeal rights or their disaster funding may be impacted. If the Analyst II fails to complete management assignments by the designated deadline, this may affect the managers' ability to complete their work tasks.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

   Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

(CONTINUE) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the direction of the PM II, the Analyst II independently performs varied and complex analytical tasks relating to the provision of federal and state disaster assistance grant programs within the Cal OES Recovery Operations Program. Recovery Operations Analyst II performs a broad range of full journey level analytical tasks relating to financial, programmatic, and administrative requirements of the Public Assistance (PA) Disaster Grant, California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Hazardous Materials Emergency Preparedness grant (HMEP), Pre-Disaster Mitigation program (PDM), Flood Mitigation Assistance (FMA), Interagency Recovery Coordination (IRC), and other grant programs. Works under strict regulatory and administrative deadlines and acts with independence to maintain a routine workload and respond to short term special projects and priority assignments. Formulates policies, procedures, grants, and makes recommendations on program related issues and advises management on potential program alternatives and impacts. May also serve in a lead capacity over Analyst I and program support staff.

Must be able to logically and creatively analyze and resolve governmental/administrative problems of varied complexity using various tools and program applications. Gathers and analyzes data to develop and evaluate alternatives for a variety of program related areas. Makes recommendations to management on those alternatives, communicates effectively orally and in writing, and functions in an environment with demanding and changing priorities. Works independently while maintaining a standard workload and responding to frequent short-term tasks.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Program Analysis Independently, or with minimal direction, reviews, analyses, processes, and prepares complex responses to a variety of correspondence, documents, technical reports, and forms pertaining to federal and state Public Assistance, and other disaster assistance related grant programs. These include applications for grant funding, financial and administrative grant documents, requests for reimbursement, Damage Survey Reports (DSRs)/Project Worksheets (PWs), quarterly reports, final inspection reports, appeals, fiscal reports, and a wide variety of written and telephone inquiries into application, program, eligibility, and funding status. Reviews these documents to ensure compliance with applicable federal and state laws, regulations, policies, procedures, and program guidelines. Independently processes these documents. Develops and evaluates alternatives, and determines the adequacy, completeness, accuracy, and fairness of data, as well as the need for further review by peers and/or management. Drafts recommendations or responses for complex and /or significant program issues. Ensures that program deadlines are met. Conducts independent research, evaluation, and analysis of policy options, reviews legislation and program precedents, and conducts other investigations as necessary to develop and implement policies and procedures in support of Cal OES objectives. Develops, reviews, analyzes, monitors, tracks, and validates issue briefs, memorandums, SMART objectives, and funding recommendations. Duties require extensive use of databases, Lotus Notes, Excel, and other Microsoft Office software. Creates, monitors, and updates various electronic databases, tables, and charts.
30%	Research, Planning, and Report Development Conducts independent research and analysis to respond to telephone and written inquiries, or complete reports. The reports may be of a programmatic, policy, or fiscal nature and may be used by Cal OES management, executive staff, the legislature, control agencies, public information staff, or the media. Gathers, compiles, edits, and interprets quantitative data or develops, implements, and monitors systems and procedures to assemble and structure the necessary data. May also develop plans and procedures.
20%	Technical Assistance, Training, and Communication Assists in training new analysts and support staff. May develop training materials as necessary. Reviews and approves the work products of other staff to ensure consistency and compliance with federal and state grant program requirements. Provides technical assistance to state advisory committees and tasks forces. Participates and/or conducts presentations, workgroups, and trainings with a variety of audiences, which may require travel to regional offices or other designated sites. Communicates verbally one on one, and in small and large groups. Writes clearly and concisely. Presents ideas and information effectively, both verbally and in writing. Must possess the knowledge and experience necessary to communicate effectively with project operations staff, managers, subrecipients, engineers, federal, state, and local government representatives, consultants, and accounting professionals. May participate in meetings and conference calls.
10%	Coordination May serve as a contact between applicants and other Public Assistance staff related to the most complex and significant issues and for routine issues. Works as a team member with operations staff and program. Receives, coordinates, and responds to telephone and

	written inquiries from applicants or other CalOES staff regarding programmatic and financial issues, or directs these inquiries to the appropriate party.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☒	☐	☐
STANDING:	☒	☐	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☐	☒

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: Stairs	☐	☐	☒	☐	☒
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☒	☐	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☒	☐	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title