DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Analyst IV	Working Title Senior Legislative Analyst
Employee Name Vacant	Position Number 799-101-5403-xxx
Project/Division Name Office of Legislative Affairs	Supervisor's Name
Unit Click here to enter text.	Supervisor's Classification Deputy Secretary
Physical Work Location Sacramento	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ Requires Fingerprinting & Background Check
☐ May be Required to Work in Multiple Locations
☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*:

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

This position supports the California Health and Human Services Agency's (CalHHS) mission and strategic priorities by promoting health and wellness and improving state health outcomes. The Analyst IV works under the general direction of the Deputy Secretary for Legislative Affairs and the Associate Secretary with the Office of Legislative Affairs. The incumbent is a highly skilled expert and technical consultant in the areas of policy analysis and intergovernmental relations.

Incumbent acts as the liaison on health-related matters designated by the Deputy Secretary and under the general direction of the Associate Secretary. This position may also function as a project leader, coordinating the work of others, and representing CalHHS while working with multiple units and departments within the organization. The Analyst IV serves as an effective member of the Office of Legislative Affairs' management team and must be highly skilled, be able to work independently, and balance and prioritize a highly sensitive workload. Although comfortable working independently, also must thrive in a team-oriented environment.

Percentage of Duties	Essential Functions
40%	Leads complex and sensitive assignments for the Agency Secretary and Deputy Secretary of the Office of Legislative Affairs, including initial review of State bill analyses and legislative activities, in accordance with CalHHS procedures and timelines. Communicates verbally and in writing with CalHHS and departmental executive leadership to convey Agency priorities and direction, including on legislative issues. The Analyst IV serves as the subject matter expert responsible for analyzing, editing, and tracking legislative bill analyses impacting health and human services. Drafts briefing materials and makes complex policy recommendations to executive staff on legislation and legislative proposals, including those affecting multiple Departments. Analyzes and makes complex recommendations on Enrolled Bill Reports used by the Governor's Office for consideration of the legislation and to inform outcomes. Independently analyzes and coordinates with CalHHS executive staff to provide feedback on department briefings, presentations, and responses to inquiries and requests from the Legislature, Congress, and constituents. Coordinates with colleagues within CalHHS, its departments, the Governor's Office, the Department of Finance, and others within the Administration on legislation and related matters, such as distressed hospitals, Medi-Cal and commercial health coverage, public health programs and issues, vital statistics, and health facility licensing, as needed.
30%	Independently evaluates, collaborates on developing options, and provides recommendations to executive staff on health-related legislative proposals and bill amendments. The Analyst IV leads collaborative efforts

	with CalHHS and departmental colleagues on CalHHS and Department responses to requests received from the Legislature, Congress, constituents, and others. Reviews and edits talking points, testimony, and slide presentations for CalHHS executives and departmental staff to be used in various settings, such as meetings, hearings, briefings, and town halls. Develops briefing materials to prepare executive staff for meetings related to legislation, issues of interest to members of the Legislature, Congress, and local elected officials, among others; white papers, and reports to advise and make recommendations to executive staff and the Administration.
15%	Provides guidance to departments on matters related to the legislative process, intergovernmental relations, and other issues. Attend and participate in CalHHS and departmental meetings as necessary, including with other entities within the Administration and the Legislature. Attends stakeholder meetings to better understand various perspectives on specific legislative measures and concepts; this helps inform the assessment of a proposal's risks and benefits, and the development of recommendations on how best to proceed negotiating the Administration's approach.
10%	Reviews sensitive and complex public policy issues on a variety of health-related issues as needed; for example what other states and/or countries are doing to address a particular issue, and providing policy recommendations.
5%	Performs other work-related duties as required.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing:	Infrequent (7-12%)	Sitting:	Frequent (51-75%)
Walking:	Occasional (13-25%)	Temperature:	Temperature Controlled Office Environment
Lighting:	Artificial Lighting	Pushing/Pulling:	Not Applicable
Lifting:	1-25% of the time	Bending/Stooping:	Not Applicable

Other: *Click here to enter text.*

Type of Environment: a. N/A b. N/A

Interaction with Public: a. N/A b. N/A c. N/A.

5. SUPERVISION

Click here to enter text.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature Date

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature Date

7. HRD USE ONLY

Human Resources Division Approval

☐ Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved

☐ Exceptional allocation, 625 on file.		

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:
Click here to enter text.

** **AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**