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

EMPLOYEE:	CLASSIFICATION: Analyst I	HEADQUARTERS: Dixon, CA
PROGRAM/UNIT: Finance & Logistics Administration / Logistics / Logistics Section/Disaster Logistics-Warehouse and Stockpile Distribution Operations / NorCal Warehouse Operations	POSITION NUMBER: 163-891-5157-001 / 11913	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 I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Analyst I is under the supervision of the Program Manager I (PMI) Warehouse and Stockpile Distribution Unit within NorCal Warehouse Operations.

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   - Physical tasks include sitting for extended periods at a computer workstation.
   - Travel in automobile, commercial aircraft and public transportation along with potential deployment to staging areas, under austere conditions.
   - Lift up to 50 pounds.

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

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position may result in failed administrative and program performance being completed accurately or timely, delayed recovery activities during emergency or disaster recovery, inaccurate correspondence and/or misinformation disseminated to various entities. This position has a high confidentiality requirement. Ultimately, the consequence of error is client inability to assist local governments with response and recovery to emergency situations and resulting in potential penalties and fines for California Office of Emergency Services (Cal OES).

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

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

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.

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.

<u>On Call/Standby/Duty Officer (if applicable)</u>
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 supervision of the Program Manager I (PMI), the Analyst I will support the NorCal Warehouse Operations Unit and will perform a wide variety of less complex analytical staff services assignments and provides analytical administrative support pertaining to warehouse operations. Performs duties relating to the provision of federal and state logistics programs within the Disaster Logistics Warehouse and Stockpile Distribution Operations Unit. The incumbent will work independently or as part of a team while maintaining a standard workload and responding to frequent short-term tasks. The Analyst I will assist in analyzing sensitive situations accurately and take effective action when appropriate. The Analyst I will establish and maintain cooperative relations with those contacted in the course of work.

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 AND ADMINISTRATIVE SUPPORT: • Supports with reviewing, analyzing, and making recommendations regarding less complex and sensitive administrative issues, which could include warehouse operating procedures, logistics inquiries, report tracking, fiscal reports, general program questions, and a variety of telephone and written inquires related to the items listed above. • Reviews, and analyzes these documents to ensure compliance with applicable federal and state laws, as well as regulations and policies; prepares recommendations or responses as needed for these items to be presented to management. • Uses various databases and software to perform job tasks and receives training on new technologies as needed. • Collaborates with staff to create, monitor, and update various electronic databases, tables, and charts. • Must have the ability to provide quality control, evaluate situations accurately, take effective action, and apply knowledge of policies or procedures within Cal OES.
30%	SPECIAL PROJECTS: • Assists in completing special projects by gathering requirements, conducting needs assessments, developing project plans, proposing solutions, and project implementation. • Assists in tracking assignments/projects and determining appropriate priorities and deadlines. Provides expertise, analytical and problem-solving skills, information, and program knowledge and experience. • Conducts research, data gathering and analysis; and provides technical assistance to stakeholders. • Collects data to perform evaluations, assessments, and special studies on a variety of programs, policies, services, and operations. • Participates in presentations, workgroups, and trainings with a variety of audiences, which may require travel to regional offices or other designated sites.
30%	PROGRAM SUPPORT AND COMMUNICATION: • Assists in reviewing, analyzing, processing, and preparing responses to a variety of written communications such as: policy memos, state and federal laws and regulations, forms, documentation, and correspondences pertaining to the program. • Conducts research and evaluation, analysis of policy options, reviews legislation and program precedent, and assist the Program Manager I as necessary to develop, implement, or change policies and procedures in support of programmatic objectives.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required Performs 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, project 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.	☐	☐	☐	☐	☒

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

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