State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Administrative Analyst

PROGRAM NAME	UNIT NAME
Office of the Director	

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 103-5393-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the direction of the Manager II, Special Assistant to the Director, the Analyst II supports a range of sensitive and complex functions within the Office of the Director (OD). The Analyst II's responsibilities include assignment tracking, project management and participation; research, analysis, and documentation; administrative support functions including but not limited to contracting, procurement, inventory management and budgeting; drafting, editing, and design; calendar management; customer service, and generating correspondence on behalf of the OD.

Candidates must be able to perform the following essential functions with or without reasonable accommodation.

Percentage of Time Spent	Duties **Essential Job Functions**
25%	Project Management and Participation: Independently manages, participates and provides complex analytical work on projects for the Director's Office to ensure they effectively and efficiently advance department objectives, such as objectives for the department's strategic plan and workforce plan. Identifies, recommends, and implements solutions and improvements to projects and processes to promote effective, efficient, and timely progress and completion. Independently reviews, analyzes, and prioritizes incoming projects and continuing projects. Assesses and mitigates project risk and ensures project is following applicable laws and department policies, processes, standards, and instructions. Evaluates projects and processes to ensure projects are completed efficiently and are effective. Assesses and documents key take aways and lessons learned to inform, advise management and plan future projects. Prepares accurate, clear, and succinct status reports and updates. Interfaces with various divisions and units of the department, other agencies and external stakeholders. Identifies and uses best practices for project management applicable to a particular project. Identifies and uses project management software and other tools to track project activities, goals, milestones, and timelines as well as to review progress and update Executive management.
20%	Research, Analysis, and Documentation: Conducts research and data analytics for the Director's Office, including analysis and evaluating collected information and documenting findings to complete various assignments or reports. Researches emerging issues and trends to assess department policies, strategies, efforts to make recommendations for improvement.

	Researches department stakeholders to identify potential collaborations or trusted messengers. Researches best practices of government agencies to formulate and recommend the best methods to reach stakeholders and the general public with department information. Analyzes legislation, laws, policies, guidance, program data to keep the Director's Office informed of developments in California and other jurisdictions. Prepares accurate, clear, and succinct talking points, summaries, memoranda, guidance, and reports for the Director's Office based on the incumbent's research and analysis. .
20%	Contracting, Procurement, and Budgeting: Provides contracting and procurement services to the Director's Office. Prepares and develops purchase and contract requests for the Director's Office including purchase requests, requests for proposals, scopes of work, and other procurement and contracting elements. Researches, analyzes and determines the most appropriate method of procurement and confirms if requested items can be obtained via leveraged procurement agreements or existing contracts and recommends the most appropriate option. Analyzes quotes from vendors as required by the State Contracting Manual and follows proper department and control-agency procurement protocols. Reconciles vendor invoices with purchase orders to ensure prices are consistent. Codes invoices to appropriate accounts in a timely manner, submits to Accounting for payment, and follows up on all invoices submitted for payment to ensure prompt payment. Tracks and monitors progress of procurements, provide reports and information to, and collaborates with Contracting and Procurement on resolving complex contract and procurement related questions and issues. Monitors budgets for the office.
15%	Administrative Support: Provides administrative support to the Director's Office. Schedules and organizes meetings. Arranges meeting accommodations, such as language interpretation or captioning. Prepares meeting materials. Takes meeting notes that capture key findings, decisions, and action items. Prepares, updates and tracks task lists to ensure tasks are completed. Copies and prints materials. Troubleshoots and resolves technology glitches and other issues. Identifies and recommends efficiencies to department administrative processes. Oversees and provides analysis to support travel activities for the Director's Office to ensure travel activities are following travel laws, rules, and regulations. Reviews and approves information entered into the travel system and state booking tools to ensure request and expense reports are submitted in accordance with DIR's policies and procedures. Arranges travel and provides follow-up with travelers, managers and travel coordinators for proper submission. Prepares and tracks reimbursement forms. Gathers records, redacts non-disclosable information, and works with legal counsel to ensure compliance in response to Public Records Act (PRA) and Informational Practices Act (IPA) requests. Answers phones. Reviews record retention schedules and delegations of authority to ensure the Director's Office is in compliance. Organizes and maintains files (digital and hard copy).
15%	Drafting, Editing, and Design: Provides a range of drafting, copy editing, and design services to the Director's Office. Drafts emails and memoranda on behalf of the Director or Chief Deputy Director. Edits draft communications and documents prepared by the Director's

	Office. Designs and prepares presentations and scripts for the Director's Office. Creates infographics for publications and presentations. Reviews department publications and ensures they are accessible through remediation. Obtains accurate and culturally appropriate translations from bilingual vendors.
Percentage of Time Spent	**Marginal Job Functions**
5%	Acts as a backup to other department staff and may participate in or lead special projects. Undertakes training and skill development. Maintains knowledge of department programs, policies, and procedures. Performs other duties as assigned in accordance with the classification.

Conduct, Attendance, and Performance Expectations

The incumbent must have excellent writing, communication, organization, analytical, research, and interpersonal skills. Analyst II must have strong computer and design abilities (including PowerPoint, Adobe, or similar software), as well as be able to develop new skills and knowledge. The incumbent must be able to independently advance and complete assignments in a timely and efficient manner, as well as handle multiple priorities and projects simultaneously. The incumbent must have consistent and regular attendance as well as follow applicable instructions, policies, and procedures.

Supervision Received

Under the direction of the Manager II, Special Assistant to the Director.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The analyst works in a cubicle/office with natural and artificial lighting in an air-conditioned/heated, high-rise office building with elevator access. The incumbent utilizes computer screens and other basic office equipment. The position is located in a cubicle setting within the OD, Sacramento, CA. This is a full-time, 40-hours-per-week, Monday through Friday, hybrid position with in-office work 4 days a week.

Special Requirements/Other Information

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Physical Abilities

The incumbent must have the ability to be in a prolonged stationary position, to work at a computer for extended periods of time, to use office equipment (such as a personal computer, phone, and multifunction print/copy/scan machine), and to move/transport office items in a safe manner. The position requires occasional travel to complete duties.

Additional Requirements/Expectations

The incumbent handles sensitive and confidential materials and matters and must handle them in a professional manner according to applicable laws, policies, procedures, and supervisor instruction. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments.

Incumbent must demonstrate proficient ability to use the Internet and computer applications to complete assignments, such as Outlook (email and calendaring), Word, Excel, Teams, SharePoint, PowerPoint, Adobe, and DocuSign. Incumbent is required to be professional and conduct tactful engagement with members of the public and all others.

Personal Contacts

The position has daily contact with staff within the Office of the Director, DIR executive staff, frequent contact with staff in other DIR divisions and units, and the public.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

IS	11/9/2026
C&S Analyst Initials	Approval Date

State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst I	Executive Administrative Analyst

PROGRAM NAME	UNIT NAME
Office of the Director	

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 103-5157-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under the direct supervision of the Manager II, Special Assistant to the Director, the Analyst I supports a range of sensitive and complex functions within the Office of the Director (OD). The Analyst I's responsibilities include assignment tracking, project management and participation; research, analysis, and documentation; administrative support functions including but not limited to contracting, procurement, inventory management and budgeting; drafting, editing, and design; calendar management; customer service, and generating correspondence on behalf of the OD

Candidates must be able to perform the following essential functions with or without reasonable accommodation.

Percentage of Time Spent	Duties **Essential Job Functions**
25%	Project Management and Participation: Assists with managing, participating in and providing analytical work on projects for the Director's Office to ensure they effectively and efficiently advance department objectives, such as objectives for the department's strategic plan and workforce plan. Identifies, recommends, and implements solutions and improvements to projects and processes to promote effective, efficient, and timely progress and completion. Independently reviews, analyzes, and prioritizes incoming projects and continuing projects. Assesses and mitigates project risk and ensures project is following applicable laws and department policies, processes, standards, and instructions. Evaluates projects and processes to ensure projects are completed efficiently and are effective. Assesses and documents key take aways and lessons learned to inform, advise management and plan future projects. Prepares accurate, clear, and succinct status reports and updates. Interfaces with various divisions and units of the department, other agencies and external stakeholders. Identifies and uses best practices for project management applicable to a particular project. Identifies and uses project management software and other tools to track project activities, goals, milestones, and timelines as well as to review progress and update Executive management.
20%	Research, Analysis, and Documentation: Assists with conducting research and data analytics for the Director's Office, including analyzing and evaluating collected information and documenting findings to complete various assignments or reports. Researches emerging issues and trends to assess department policies, strategies, efforts to make recommendations

	for improvement. Researches department stakeholders to identify potential collaborations or trusted messengers. Researches best practices of government agencies to formulate and recommend the best methods to reach stakeholders and the general public with department information. Analyzes legislation, laws, policies, guidance, program data to keep the Director's Office informed of developments in California and other jurisdictions. Prepares accurate, clear, and succinct talking points, summaries, memoranda, guidance, and reports for the Director's Office based on the incumbent's research and analysis.
20%	Contracting, Procurement, and Budgeting: Provides contracting and procurement services to the Director's Office. Prepares and develops purchase and contract requests for the Director's Office including purchase requests, requests for proposals, scopes of work, and other procurement and contracting elements. Researches, analyzes and determines the most appropriate method of procurement and confirms if requested items can be obtained via leveraged procurement agreements or existing contracts and recommends the most appropriate option. Analyzes quotes from vendors as required by the State Contracting Manual and follows proper department and control-agency procurement protocols. Reconciles vendor invoices with purchase orders to ensure prices are consistent. Codes invoices to appropriate accounts in a timely manner, submits to Accounting for payment, and follows up on all invoices submitted for payment to ensure prompt payment. Tracks and monitors progress of procurements, provide reports and information to, and collaborates with Contracting and Procurement on resolving complex contract and procurement related questions and issues. Monitors budgets for the office.
15%	Administrative Support: Provides administrative support to the Director's Office. Schedules and organizes meetings. Arranges meeting accommodations, such as language interpretation or captioning. Prepares meeting materials. Takes meeting notes that capture key findings, decisions, and action items. Prepares, updates and tracks task lists to ensure tasks are completed. Copies and prints materials. Troubleshoots and resolves technology glitches and other issues. Identifies and recommends efficiencies to department administrative processes. Oversees and provides analysis to support travel activities for the Director's Office to ensure travel activities are following travel laws, rules, and regulations. Reviews and approves information entered into the travel system and state booking tools to ensure request and expense reports are submitted in accordance with DIR's policies and procedures. Arranges travel and provides follow-up with travelers, managers and travel coordinators for proper submission. Prepares and tracks reimbursement forms. Gathers records, redacts non-disclosable information, and works with legal counsel to ensure compliance in response to Public Records Act (PRA) and Informational Practices Act (IPA) requests. Answers phones. Reviews record retention schedules and delegations of authority to ensure the Director's Office is in compliance. Organizes and maintains files (digital and hard copy).
15%	Drafting, Editing, and Design: Assists with a range of drafting, copy editing, and design services to the Director's Office. Drafts emails and memoranda on behalf of the Director or Chief Deputy Director. Edits draft communications and documents prepared by the Director's

	Office. Designs and prepares presentations and scripts for the Director's Office. Creates infographics for publications and presentations. Reviews department publications and ensures they are accessible through remediation. Obtains accurate and culturally appropriate translations from bilingual vendors.
Percentage of Time Spent	**Marginal Job Functions**
5%	Acts as a backup to other department staff and may participate in or lead special projects. Undertakes training and skill development. Maintains knowledge of department programs, policies, and procedures. Performs other duties as assigned in accordance with the classification.

Conduct, Attendance, and Performance Expectations

The incumbent must have excellent writing, communication, organization, analytical, research, and interpersonal skills. Analyst I must have general computer and design abilities (including PowerPoint, Adobe, or similar software), as well as be able to develop new skills and knowledge. The incumbent must be able to advance and complete assignments in a timely and efficient manner, as well as handle multiple priorities and projects simultaneously. The incumbent must have consistent and regular attendance as well as follow applicable instructions, policies, and procedures.

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Supervision Received

Under the direct supervision of the Manager II, Special Assistant to the Director.

Supervision Exercised

N/A

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The analyst works in a cubicle/office with natural and artificial lighting in an air-conditioned/heated, high-rise office building with elevator access. The incumbent utilizes computer screens and other basic office equipment. The position is located in a cubicle setting within the OD, Sacramento, CA. This is a full-time, 40-hours-per-week, Monday through Friday, hybrid position with in-office work 4 days a week.

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Additional Requirements/Expectations

The incumbent handles sensitive and confidential materials and matters and must handle them in a professional manner according to applicable laws, policies, procedures, and supervisor instruction.

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments. Incumbent must demonstrate proficient ability to use the Internet and computer applications to complete assignments, such as Outlook (email and calendaring), Word, Excel, Teams, SharePoint, PowerPoint, Adobe, and DocuSign. Incumbent is required to be professional and conduct tactful engagement with members of the public and all others.

Personal Contacts

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Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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C&S Analyst Initials	Approval Date