DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY ASSISTANCE AND EMPOWERMENT DIVISION
SELF-DETERMINATION PROGRAM BRANCH

DUTY STATEMENT

JOB TITLE: Analyst I **POSITION #:** 472-574-5157-002

WORKING TITLE: Executive Support Analyst **EMPLOYEE**:

POSITION DESCRIPTION: Under the supervision of the Branch Chief, the Analyst I performs less complex analytical tasks and monitors and tracks projects, initiatives, and other assignments in support of the Branch Chief. Assists the Branch Chief in a variety of operational and program activities. On behalf of the Branch Chief, the Analyst I works with Division leadership and other staff, and external parties by relaying critical information, analyzing and following up to resolve outstanding issues. Protects confidential information, including information identifying individuals served, in accordance with applicable confidentiality laws and Department privacy policy, and builds a broad understanding of the operations, programs, policies, and activities under the Branch Chief.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports to, and under the supervision of, the Branch Chief

Essential Job Functions:

35% Conducts research and analysis of departmental policies, procedures, and operational and program-related issues to identify concerns, evaluate alternatives, and develop recommendations for the Branch Chief's consideration. Monitors and evaluates the status of Branch assignments, projects, and initiatives; tracks deadlines, identifies potential delays, and prepares progress reports and recommendations to support timely completion. Gathers, reviews, and analyzes information related to operational, program, budget, and fiscal activities to support planning and decision-making. Develops, reviews, and edits memoranda, program directives, briefing materials, executive reports, and other internal and external communications. Evaluates documents for accuracy, consistency, and compliance with departmental policies and written communication standards. Prepares summaries, findings, and recommendations for the Branch Chief's review and approval. Assists with evaluating completed assignments and identifying opportunities to improve operational processes and program effectiveness.

25% Assists the Branch Chief in planning, organizing, and coordinating special projects, initiatives, and assignments. Conducts workflow analyses, develops project

schedules, maintains project and fiscal trackers, monitors deadlines and resource allocations, and identifies potential issues for the Branch Chief's attention. Collaborates with leadership and staff to support project and program directives. Gathers and analyzes data, prepares issue papers, reports, correspondence, and recommendations to support informed decision-making. Participates in workgroups, provides input on projects and initiatives, and assists with additional assignments as needed.

20% Distributes notices of updated processes, guidelines, procedures, laws, and rules to Branch staff as directed by the Branch Chief. Tracks the status of legislation and upcoming budget deadlines affecting the Self-Determination Program and maintains the Branch's deliverables calendar. Assists with research to identify changes that may affect the Branch's operations and programs and prepares and presents short summary papers to the Branch Chief as needed.

15% Coordinates and schedules internal and external meetings, appointments, events, and activities for the Branch Chief, including communication with other agencies, organizations, and departmental staff. Manages scheduling, travel arrangements, and itineraries, including maintaining supporting documentation and processing travel claims. Tracks correspondence, reports, assignments, and deadlines to ensure timely completion. Reviews and prioritizes incoming correspondence and requests based on established deadlines and departmental priorities, and recommends appropriate routing or assignment. Researches and compiles background information, coordinates follow-up activities, and prepares materials to support the Branch Chief's meetings, correspondence, and decision-making.

Marginal Job Functions:

5% Performs other duties as assigned within the scope of the classification.

WORKING CONDITIONS:

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time. Some statewide travel may be required and may be overnight.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, practices, and trends of public and business administration, including management and support staff services such as budgeting, personnel, and management analysis. Formal and informal aspects of the administrative, legislative, and budget processes in California. The Department's mission, goals, policies, and practices. The Lanterman Developmental Disabilities Services Act, the regional center system, and the Self-Determination Program, or the ability to learn them.

Ability to: Learn and understand the Department's mission and programs. Develop and maintain cooperative and harmonious relationships with Department staff and managers, the public, and other governmental agency staff. Work with professional staff to coordinate projects, initiatives, and other assignments. Analyze situations accurately and take effective action. Communicate effectively. Reason logically and creatively. Analyze data and present ideas and information effectively. Review and edit documents. Establish and maintain work and project priorities. Manage an executive calendar and competing deadlines. Use Microsoft Outlook, PowerPoint, SharePoint, Teams, Word, and Excel proficiently. Protect confidential information. Communicate respectfully with individuals with intellectual and developmental disabilities and their families.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

By signing this Duty Statement, the employee and supervisor acknowledge that they have discussed and agree to the expectations of the position.