DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Analyst II	Working Title Assistant to Deputy Director
Employee Name Vacant	Position Number 799-251-5393-910
Project/Division Name Office of Youth and Community Restoration	Supervisor's Name Alani Jackson
Unit Click here to enter text.	Supervisor's Classification CEA B (Deputy Director)
Physical Work Location 925 L Street, Suite 1275, Sacramento, CA 95814	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

Under general direction of the Deputy Director of the Office of Youth and Community Restoration (OYCR), the Analyst II (AN II) provides independent and confidential administrative and analytical support to OYCR at the California Health and Human Services Agency (Agency).

The Analyst II performs a variety of analytical and administrative assignments of moderate to high complexity and sensitivity in support of the Deputy Director and OYCR leadership. The Analyst II exercises independent judgment in researching, analyzing, and evaluating information; developing recommendations; and ensuring follow-through on assignments that contribute to the effective administration of OYCR programs and operations.

The Analyst II is expected to demonstrate initiative, sound judgment, and a high degree of professionalism and discretion when handling confidential information and interacting with Agency executives, department and legislative staff, state and local agencies, and external stakeholders. The Analyst II must be able to meet deadlines within overlapping time frames, manage competing priorities, and adapt to changing priorities. Proficiency in Microsoft Office Suite and related technology is required. This position may require occasional travel and the ability to work irregular or extended hours with short notice.

Percentage of Duties	Essential Functions
40%	Research, analyze, and evaluate information and policies to support effective administrative operations. Review and assess OYCR administrative practices, including travel reimbursement, attendance, communication, and correspondence, for compliance with state guidelines and internal policies. Identify process improvements and develop or recommend new or revised policies and procedures to enhance efficiency and accountability. Serve as initial point of contact tor OYCR. In consultation with the Deputy Director, Chief Counsel, and other leadership, research and analyze confidential and sensitive issues, including legislative, budgetary, and program matters, and develop concise recommendations or take appropriate action. Monitor and maintain resource lists on statewide and national juvenile justice issues, reports, and best practices. Track and manage correspondence, reports, meetings, appointments, and follow-up actions, including travel documentation. Screen, redirect, and respond to inquiries from high-

	level contacts (e.g., Agency executives, Governor's Office, Department of Finance,and the Legislature): research issues, develop action plans, and coordinate responses with OYCR leadership.
30%	Independently manage complex calendars, appointments, and meeting logistics for the Deputy Director and Division Chiefs. Prioritize and schedule meetings based on program, fiscal, and policy priorities. Serve as lead coordinator for OYCR-hosted engagements and advisory bodies, including the Youth Justice Committee of the Child Welfare Council, State Advisory Group on Youth Justice, Education Advisory Committee, webinars, and All Staff and Leadership convenings. Plan and coordinate meetings by securing space and equipment, developing agendas and materials, coordinating presenters, facilitating WebEx/ teleconference, and ensuring timely distribution of information. Prepare official committee minutes and reports and ensure compliance with the Bagley-Keene Act by working with the CalHHS Webmaster to post agendas, minutes, and related documents. Develop and maintain tracking systems, committee resources, and contact information. Coordinate committee projects, action items, and time-sensitive requests to ensure timely completion. Serve as liaison among facilities, committee members, and internal and external stakeholders. Independently respond to inquiries from the Deputy Director's office and other senior-level contacts, resolve administrative issues, and recommend solutions. Communicate policy, process, and procedural updates to OYCR staff.
15%	Independently support special projects and initiatives to advance OYCR's goals and program effectiveness as directed by the Deputy Director and OYCR leadership. Projects may include researching and analyzing state budget and legislation, juvenile justice program and court decisions, facilitating stakeholder and community engagement, preparing presentations, and producing written deliverables.
10%	Facilitate the planning and coordination of internal OYCR meetings, including All Staff and Leadership meetings. Ensure meetings are well organized, materials are prepared and distributed, logistics are arranged, and follow-up actions are completed.
5%	Provide backup support to the Assistant to the Director for general administrative services and serve as backup Attendance Co ordinator. Perform other related duties, special assignnents, and projects as required to fulfill the mission. goals, and objectives of OYCR.

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

N/A

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. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved

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**