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

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Building F
PROGRAM/UNIT: Finance & Logistics Administration / Administrative Services / Internal Financial Operations	POSITION NUMBER: 163-810-5393-700 (11865)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Manager II	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Analyst II is under the direction of the Manager II.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Works in an office setting with artificial light and temperature control. This position will work 40 hours per week, five days per week, with possible extra hours worked on weekends and holidays in the event of an emergency and the need to respond is required. The ability to use a personal computer, calculator, telephone, photocopier, fax, and scanner is essential. Frequent sitting, standing requirements are consistent with office work.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Will have contact with Governor's Office of Emergency Services (Cal OES) Administration, and other state and federal agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Lack of monitoring expenditures to the assigned branch/sections could result in the over or under expenditures of state and federal fund, which could result in budget revisions or refunds to the federal programs or loss of federal funds.

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 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

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

On Call/Standby/Duty Officer (if applicable)

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 direction of the Manager II, the Analyst II performs a variety of complex analytical and administrative functions in support of the Internal Financial Operations (IFO) Unit. The incumbent serves as the primary coordinator for project and assignment management utilizing Asana; supports SharePoint site administration and content management; coordinates quality improvement initiatives; monitors staff training compliance; manages records and inventory control activities; and serves as a liaison between Internal Financial Operations and the State Operations Center (SOC). The Analyst II conducts research, analyzes operational processes, prepares reports and recommendations, and develops procedures to improve communication, accountability, and efficiency within IFO. The incumbent works independently and collaboratively with management, executive staff, operational personnel, and program stakeholders to support organizational objectives and continuous improvement efforts.

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%	PROJECT MANAGEMENT & ADMINISTRATIVE COORDINATION Serves as the primary administrator and coordinator for IFO project and assignment management utilizing Asana. Develops, maintains, and monitors project boards, workflows, assignments, milestones, deadlines, and reporting tools. Works with management and staff to establish project tracking standards and improve accountability across IFO. Develops reports and dashboards to measure workload, assignment status, project progress, and operational performance. Provides training and technical assistance to staff on the effective use of Asana and related project management tools. Identifies process improvement opportunities and recommends workflow enhancements to improve efficiency and communication. Conducts research and analysis and prepares reports, recommendations, and correspondence for management. Provides analytical and administrative support on special projects and assignments.
25%	SHAREPOINT ADMINISTRATION & QUALITY IMPROVEMENT SUPPORT Maintains and updates IFO SharePoint sites to ensure information is accurate, current, organized, and accessible. Assists program units with SharePoint site development, maintenance, document organization, permissions management, and content updates. Provides technical guidance and training to staff regarding SharePoint best practices and document management. Coordinates and supports quality improvement initiatives within Internal Financial Operations. Assists with developing process maps, standard operating procedures, job aids, and workflow documentation. Collects, analyzes, and reports operational performance metrics to support management decision-making. Coordinates meetings, workgroups, workshops, and continuous improvement activities. Recommends solutions to enhance communication, collaboration, and operational effectiveness.

15%	STATE OPERATIONS CENTER (SOC) LIAISON, SPECIAL PROJECTS & PROGRAM ANALYSIS Serves as the primary liaison between Internal Financial Operations (IFO) and the State Operations Center (SOC) to facilitate communication, coordination, and information sharing. Assists in bridging information gaps between operational and administrative functions to improve situational awareness and decision-making. Coordinates the collection, tracking, and dissemination of information related to disaster timekeeping, disaster purchasing, prepositioning activities, and non-declared incidents. Supports communication between IFO and SOC personnel regarding funding requirements, cost tracking, documentation standards, and financial oversight of emergency operations. Assists in developing and implementing procedures, tracking systems, dashboards, and reporting mechanisms that improve coordination between operational and financial functions. Participates in planning meetings, exercises, after-action reviews, and operational discussions as assigned. Conducts research, analyzes data, and prepares reports, recommendations, and briefing materials for management regarding operational, administrative, financial, and organizational issues. Leads or participates in special projects involving process improvement, policy development, workflow modernization, organizational assessments, and program evaluations. Develops and maintains tracking tools and performance measures to support management initiatives and strategic objectives. Performs analytical studies and assignments of varying complexity and sensitivity as directed by management. Provides project coordination and recommendations on emerging issues, executive requests, and high-priority assignments affecting Internal Financial Operations and related programs.
10%	TRAINING COMPLIANCE & ADMINISTRATIVE SUPPORT Monitors and tracks employee completion of mandatory departmental, state, and federal training requirements. Develops recurring compliance reports for management identifying overdue, upcoming, and completed training requirements. Coordinates with supervisors and staff to ensure training compliance. Maintains training records and reporting databases. Provides general administrative and analytical support to the unit. Researches and compiles data for executive briefings, management reports, and special assignments. Attends staff meetings and prepares reports, summaries, and action item tracking documents as needed.
10%	RECORDS MANAGEMENT & PROPERTY CONTROL Coordinates the preparation, organization, retention, and transfer of records to the State Records Center in accordance with state records retention requirements. Maintains records inventories and file management systems to ensure accessibility and compliance. Develops and conducts annual IFO equipment inventories. Maintains equipment inventory records and tracking systems. Assesses IFO equipment needs and develops recommendations for replacement, procurement, redistribution, and disposal. Coordinates with appropriate administrative and property management staff regarding equipment control requirements and inventory reporting. Assists management with implementation of inventory management processes and corrective actions.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform 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, Empower 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.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☐	☒

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

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