STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current ☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31391	EPIC Office of Training and Administrative Standards	
UNIT NAME Policy Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst III	POSITION NUMBER 306-099-5402-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday (8-5pm)	TENURE Limited Term	
WORKING TITLE Policy Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☑ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Manager I of the Office of Training and Administrative Standards (OTAS), the Analyst III independently performs complex, difficult, and highly visible, duties in support of the development, and implementation of policies for OTAS. This position plays a vital role that will be required to exercise a high degree of initiative and independence in supporting the State Administrative Manual (SAM), Administrative Orders (DGS Policy), and Management Memos which includes efficiencies and modernization.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Internal Policy Development and Support : Leads modernization of policy development, including new policy triggered by internal governance changes. Coordinate cross-division reviews, consolidate revisions, prepare and/or coordinate union and employee notices, and develop implementation materials such as forms and procedures. Conduct advanced analytical review of department-wide policies. Develop, implement, and maintain annual/biennial/triennial policy review schedules, policy life-cycle controls, and structured change-management processes. Maintain version control, policy source mapping, and structured documentation to ensure accuracy, traceability, and compliance. Support procedures, forms crosswalks, and alignment work required to implement policy changes.

PERCENTAGE	DESCRIPTION
25%	External Policy Operations: Conduct complex research and analysis of statewide policies to identify outdated, conflicting, or incomplete content requiring revision. Review and work with external departments to revise policy to ensure compliance with requirements and ensure alignment with statutory authority, statewide policy standards, and agency requirements. Coordinate with policy owners, stakeholders, and executive leadership to review and reconcile feedback. Prepare external policy package for approval and publication materials for approval and release. Recommend efficiencies as appropriate.
25%	Form 700 Program Officer: Perform primary and back up duties to recommend process improvement, support team development, and implement change management related to the department's Form 700 Program. Provide change management support to prepare DGS Form 700 filers with upcoming changes and time frames. Coordinate and initiate annual filing campaign. Work closely with Form 700 Filing Liaisons to ensure filer information is executed correctly. Work closely with the DGS University Team to ensure Code of Ethics Training has been assigned and completed for all Form 700 filers.
10%	Policy Workflow, Testing and Coordination: Develop, test, and refine workflows for policy and task tracking. Coordinate meetings and testing cycles with IT, program staff, and stakeholders.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participate in division meetings, policy work groups, and strategic planning sessions. Serve as a technical resource on policy modernization best practices and analytical approaches. Maintain records, conduct routine research, and support special projects as assigned. Attend unit, section, and division team meetings. Perform other job duties under this classification as required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

Work involves remaining stationary at work station for extended periods of time. Assignments are performed either independently, as a lead, or in a team environment, and may provide guidance to support staff, student assistants and retired annuitants.

DESIRABLE QUALIFICATIONS

Highly self-motivated, independent, and detail oriented. Proficient in the use of MS Office Suite, including, SharePoint.

Knowledge/Experience: Project Management. Statewide and administrative policy administration and resources. Review, analysis and interpretation of legal authority, regulations. Effective communication, business acumen, decision-making, and problem-solving skills.

Abilities: Communicate effectively both verbally and in writing. Produce timely and quality work products, and prepare clear, concise, and logical correspondence, which may include applying new and creative ways of presenting information or results. Ability to establish and maintain collaborative, productive, and professional

working relationships with program managers, stakeholders, and external government entities. Make recommendations for workable solutions in a tactful, constructive manner. Ensure efficient use of time and resources to meet complex objectives and changing priorities. Develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment. Complete assignments in a timely and efficient manner. Adhere to departmental policies and procedures regarding attendance, leave, and conduct. Maintain consistent and regular attendance.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED