California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐ CURRENT
☒ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Branch Analyst

BRANCH
Operations & Administration Branch

DIVISION	OFFICE
	Office of Deputy Superintendent

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	3323	174-200-5393-804	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under direction of the Deputy Superintendent of the Operations & Administration Branch (OAB), Analyst II works in a collaborative capacity with Division offices to provide independent and complex analytical, fiscal, and technical support for the OAB. The OAB is comprised of four divisions: Human Resources, Fiscal & Administrative Services, School Facilities & Transportation Services, and School Fiscal Services.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports directly to the Deputy Superintendent of the OAB.

SUPERVISORY RESPONSIBILITIES

This position does not exercise any supervisory duties but may act as a lead.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Travel to attend meetings and training may be required.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

BRANCH RESPONSIBILITIES:

Independently responsible for developing, implementing, tracking, and maintaining OAB processes and procedures for the efficient review, approval, and routing of California Department of Education (CDE) requests for Deputy approval, modifying as needed, and communicating proactively with division contacts to ensure guidance is incorporated into their division systems. Maintains comprehensive OAB log of all requests received to monitor effectiveness of current systems and approval timelines.

OAB State Board of Education (SBE) Coordinator: Serve as the Branch liaison for SBE items. Independently review and analyze all SBE information, memoranda, agenda items, waivers, and addenda for comprehension and to ensure compliance with Department correspondence guidelines. Tracks, and submits items, memos, and waivers for presentation at the SBE meetings; provides guidance to SBE division coordinators, apprises Deputy Superintendent of upcoming issues and deadlines, and is the first point of contact for the SBE Liaison Office.

Relative % of Time Required: 30 continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

OAB Human Resources Liaison: Collaborate with staff on personnel requests to ensure consistency with Department procedures and Branch expectations. Analyze all position allocation and redirection requests to ensure feasibility and the availability of funds. Facilitates personnel processes, preparing packages related to hiring, transfers, promotions, and separations; participates in state mandated training and attends meetings as required by the California Department of Human Resources (CalHR). Monitors and reviews details of current job postings and candidate information using the Examination & Certification Online System (ECOS). Maintain confidentiality for sensitive and confidential issues, including Division reorganizations, pending personnel actions, etc.

OAB Legislative Bill Analysis Coordinator: Provides leadership to Division Legislative Bill Analysis Coordinators. Monitors the submission of Legislative analyses to ensure that due dates are adhered to and bill assignments are accurate and inclusive of all offices that may be impacted. Provide technical assistance to staff for proposed legislation to ensure that the fiscal analysis is accurate and complete, addresses all areas of the proposal, and is comprehensive. Assist in the research and development of federal and state legislative proposals related to Branch activities and State Superintendent sponsored bills to change existing law.

Relative % of Time Required: 30 continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Serve as the Branch liaison for budgetary issues and provide leadership to Division coordinators. Independently track the state budget process and budget bills and alert the Deputy Superintendent as changes occur. Collect, analyze, and monitor the OAB budget and expenditure reports and provide complex analytical budget summaries, projections, and options to management. Respond to written and verbal inquiries from the Budget Office regarding projections, position sweeps, April letters, May revise, corrections to cost reports, etc. Provide fiscal support to staff or budget planning, including reorganizations that result in shifts in funding and personnel needs.

Coordinates and monitors Out-of-State Travel for OAB and serves as the back-up time attendance clerk.

Relative % of Time Required: 30 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

WRITTEN COMMUNICATIONS

Reviews, tracks, and edits a wide variety of documents submitted to the OAB for compliance with CDE and OAB guidelines, web posting requirements, accessibility standards, and consistency with respect to reasonableness, departmental approvals, and budget (when applicable) prior to submitting to the Deputy Superintendent. Submissions may include, but are not limited to, the following items: Correspondence to local educational agencies, travel plans, personnel requests, notices of apportionments to the State Controller, legislative analysis, and contract packages, including contract concepts, requests, amendments, late contract certifications, and subcontracting memos. Prepares written analyses and recommendations on issues to Deputy Superintendent; written responses to letters and other inquiries; and drafts correspondence for signature.

Relative % of Time Required: 20 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

VERBAL COMMUNICATIONS

Provides technical advice and recommends effective strategies for resolution of issues affecting OAB divisions and staff. Advises and consults with division staff, including OAB managers, supervisors, and administrative staff on best practices for adherence to CDE and OAB protocols. Recommends approval or disapproval to the Deputy Superintendent of division requests which include travel plans, expenditure requests, conference planning, and training requests. Routinely responds to questions and provides advice to division contacts and staff of branch offices regarding their submissions to OAB and other matters.

Apprises the Deputy Superintendent of the state operations budget status on a routine basis. Responds to the Department's Budget Office regarding inquiries or corrections to Manager Cost reports and other documents; coordinates the OAB budget change proposal (BCP) process with the Department. Represent the Deputy Superintendent to the Budget Office, the Human Resources Division, and the Contracts Office to facilitate implementation of Branch programs, as requested.

Relative % of Time Required: 20 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

RESEARCH

Reviews and analyzes relevant materials, such as contracts, apportionments, personnel requests, and legislation; researches and responds to technical questions requiring interpretation of statute, rules, regulations, CDE and OAB policies and procedures, program requirements, and guidelines.

ADMINISTRATIVE DUTIES

Participates in staff meetings; keeps Deputy Superintendent apprised of the status of projects and issues; participates in conference planning activities; assists other staff with critical projects as needed; performs other job-related duties as required.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Effective oral and written communication skills. Well-developed organizational and time management skills. Excellent computer skills, especially Microsoft Excel. Ability to conduct analytical research and create reports and presentations using data. Strong attention to detail and be flexible with shifting priorities. Ability to create and present training and outreach strategies and materials.

PERSONAL CONTACTS

Contact with all levels of departmental employees including deputies, directors, managers, supervisors, analysts, and clerical staff; government agencies such as the Department of General Services and the California Governor's Office of Emergency Services; other branches, divisions, and units within CDE, including the Legal and Audits Branch, and external partners, including local educational agencies.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor

California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst I	Branch Analyst

BRANCH
Operations & Administration Branch

DIVISION	OFFICE
	Office of Deputy Superintendent

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R01	2	3323	174-200-5393-804	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the Deputy Superintendent of the Operations & Administration Branch (OAB), the Analyst I provides analytical, fiscal, administrative, and technical support to the Branch and works collaboratively with its division offices. The OAB is comprised of four divisions: Human Resources, Fiscal & Administrative Services, School Facilities & Transportation Services, and School Fiscal Services. The incumbent gathers and reviews information, maintains tracking systems, coordinates routine processes, prepares draft documents and summaries, and elevates complex or sensitive issues for supervisory guidance.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports directly to the Deputy Superintendent of the OAB.

SUPERVISORY RESPONSIBILITIES

This position does not exercise any supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires long periods of time sitting in front of a computer workstation; repetitive use of hands, forearms, and fingers to operate computers, mouse, printers, and copiers. Work in a climate-controlled office under artificial lighting. Office is located in a high rise building. Travel to attend meetings and training may be required.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

BRANCH RESPONSIBILITIES:

Assist with developing, implementing, tracking, and maintaining Operations & Administration Branch (OAB) processes and procedures for the review, approval, and routing of California Department of Education (CDE) requests requiring Deputy Superintendent approval. Maintain the OAB tracking log, identify routine process issues, and communicate with division contacts to help ensure current guidance is followed. Bring complex or unusual issues to the supervisor's attention.

OAB State Board of Education (SBE) Coordinator: Support the Branch's coordination of SBE items. Review SBE information, memoranda, agenda items, waivers, and addenda for completeness and consistency with Department correspondence guidelines. Track and help submit items, memoranda, and waivers for SBE meetings; provide routine procedural guidance to division coordinators; track upcoming issues and deadlines for the Deputy Superintendent; and coordinate with the SBE Liaison Office, referring substantive or unusual issues to the supervisor.

Relative % of Time Required: 30 continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

OAB Human Resources Liaison: Coordinate with staff on personnel requests to help ensure consistency with Department procedures and Branch expectations. Review position allocation and redirection requests for completeness, apparent feasibility, and funding information, and refer complex questions to the supervisor or appropriate staff. Help prepare and route packages related to hiring, transfers, promotions, and separations; participate in required training and meetings as assigned by the California Department of Human Resources (CalHR); and monitor job postings and candidate information in the Examination & Certification Online System (ECOS). Maintain confidentiality when handling sensitive matters, including reorganizations and pending personnel actions.

OAB Legislative Bill Analysis Coordinator: Coordinate with division Legislative Bill Analysis contacts to track assignments, submissions, and due dates and to help ensure affected offices are included. Review analyses for completeness and flag missing information or potential issues. Assist staff with gathering information and preparing fiscal and program analysis for proposed legislation. Support research on federal and state legislative proposals related to Branch activities and State Superintendent-sponsored bills and elevate substantive policy or fiscal questions for review.

Relative % of Time Required: 30 continued ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Support the Branch's coordination of budget-related matters and communication with division contacts. Track state budget activities and budget bills, summarize relevant updates, and bring changes or potential impacts to the supervisor's attention. Collect, compile, reconcile, and review OAB budget and expenditure information; prepare routine summaries, projections, and supporting documentation for management review. Help respond to Budget Office inquiries regarding projections, position sweeps, April letters, May Revision, corrections to cost reports, and related matters. Assist with fiscal planning, including documentation related to reorganizations that may affect funding or staffing.

Coordinate and track OAB out-of-state travel requests to help ensure required information and approvals are complete. Serve as the backup time and attendance clerk.

Relative % of Time Required: 30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

WRITTEN COMMUNICATIONS

Review, track, and edit documents submitted to OAB for consistency with CDE and OAB guidelines, web-posting requirements, accessibility standards, required approvals, and budget information, as applicable, before routing them to the Deputy Superintendent. Documents may include correspondence to local educational agencies, travel plans, personnel requests, notices of apportionments to the State Controller, legislative analyses, and contract packages, including contract concepts, requests, amendments, late contract certifications, and subcontracting memoranda. Draft routine correspondence and responses to letters and inquiries and prepare summaries or preliminary analyses for supervisor review and approval.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

VERBAL COMMUNICATIONS

Respond to routine questions from division contacts and Branch staff regarding OAB submission requirements, processes, and timelines. Consult with division staff, including managers, supervisors, and administrative staff, to explain established CDE and OAB procedures and help resolve routine submission issues. Review division requests involving travel plans, expenditures, conference planning, and training, and prepare information for the Deputy Superintendent or supervisor to consider. Compile and communicate routine updates on the state operations budget; help respond to Budget Office questions about Manager Cost reports and related documents; and assist with coordination of the OAB budget change proposal (BCP) process. Communicate with the Budget Office, Human Resources Division, and Contracts Office as assigned.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

RESEARCH

Research and review materials such as contracts, apportionments, personnel requests, budget documents, and legislation. Gather relevant information and analyze routine questions involving statutes, rules, regulations, CDE and OAB policies and procedures, program requirements, and guidelines. Summarize findings and refer complex interpretations or policy questions to the supervisor for guidance.

ADMINISTRATIVE DUTIES

Participate in staff meetings; keep the Deputy Superintendent and supervisor apprised of assigned project status, deadlines, and issues; assist with conference planning and special projects; support other staff with time-sensitive assignments as needed; and perform other job-related duties as required.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Effective oral and written communication skills. Well-developed organizational and time management skills. Excellent computer skills, especially Microsoft Excel. Ability to conduct analytical research and create reports and presentations using data. Strong attention to detail and be flexible with shifting priorities. Ability to create and present training and outreach strategies and materials.

PERSONAL CONTACTS

Contact with all levels of departmental employees including deputies, directors, managers, supervisors, analysts, and clerical staff; government agencies such as the Department of General Services and the California Governor's Office of Emergency Services; other branches, divisions, and units within CDE, including the Legal and Audits Branch, and external partners, including local educational agencies.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor