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: Costa Mesa
PROGRAM/UNIT: Response Operations/Response South/Regional Operations Southern/Southern Region Office	POSITION NUMBER: 163-344-5393-001 (12054)	CBID: R01
TENURE: Permanent	TIME BASE: Full-time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

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

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Physical demands include, but are not limited to, working in an office environment, standing, sitting, bending, lifting, walking, climbing stairs, and occasionally driving or riding in a vehicle.

   MENTAL DEMANDS
   Mental demands include, but are not limited to, comprehension, working under changing priorities and extreme time constraints, multi-tasking, presenting in front of a group of people, and working within a group environment.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Interacts with members of the public as well as local, state, federal, tribal, and private partners. Although not all-inclusive, may be interacting with the following individuals, entities, and agencies on a regular basis: 1) peers and other employees and leaders of the California Governor's Office of Emergency Services (Cal OES); 2) Other State Agencies (e.g. CalFire, Department of Fish &Wildlife, Department of Transportation, Department of Social Services, California Highway Patrol, etc.); 3) Local Government (e.g. City, County, Special Districts, Law, Fire, Emergency Management, Public Works, etc.); 4) Federal Agencies; 5) Tribal Governments; 6) Local, State, and Federal elected officials; and 7) the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to perform their duties and responsibilities as described within this duty statement and consistent with the Cal OES Vision, Mission and Values, may impact and influence the effectiveness and efficiency of the Region preparedness, response and recovery activities, cause inconvenience, impede information sharing, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical/life threatening, depending upon the commission or omission of the action and the circumstances involved at the time of a major event.

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 (CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 "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 direction, the Analyst II will provide direct support to the region and management and perform complex administrative, technical, and analytical tasks within the Cal OES Southern Region. The Analyst II may function in a demanding and changing environment, which requires the incumbent to act with independence while effectively maintaining a routine workload, assigned special projects, and short-term assignments. This position is responsible for specific fiscal planning and programmatic support functions for Southern Region and is required to meet regulatory and internal deadlines on all projects. The Analyst II may act in a lead capacity for administrative, research, policy analysis, and review tasks, and maintains oversight of all contracts and required permits. The Analyst II may participate in policy level discussions advising regional management in budget preparation, monitoring, and analysis. The Analyst II may have contact with confidential and sensitive information such as timesheets, payroll checks, leave balance reports, and budget reports.

The Analyst II will provide additional administrative support to Southern Region Emergency Operations Center (SREOC) to include, budgets, purchasing requisitions, p-card purchases, asset/inventory management, Empower and time entries and subject matter expert for staff, fleet management including orders, maintenance, assignment, inventory. Assists with room scheduling both internal and external, activations of SREOC and collateral duties associated with on-going emergencies.

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
40%	ADMINISTRATIVE SUPPORT: Provides daily administrative support to the Southern Region. Provides timekeeping support to regional staff. Coordinates with the Timekeeping Unit. Prepares written documents; reviews and edits documents prepared by others. Schedules meetings and presentations, provides background on meetings to management, and ensures management is reminded of upcoming meetings throughout the day.
20%	EQUIPMENT PROCUREMENT & TRACKING: Coordinates current and future equipment needs for branch staff. Researches costs and product information and makes recommendations to management for purchases for Southern Region. Develops and maintains an inventory/records management system to maintain an accurate accounting of all purchased equipment assigned to Southern Region staff and to the office. Completes procurement process and reconciliation per State of California regulations. Submits Service Desk/Information Technology requests when problems arise with equipment or software.
20%	BUDGET REVIEW: Works with Cal OES fiscal and budget units to submit the current program budget report to regional management and show the status and impact on current and future operations. Identifies and analyzes budget problem areas and prepares an action plan for implementing proposed solutions to management. Resolves errors and discrepancies by comparing monthly fiscal expenditure reports with completed purchases and other branch fiscal activities to ensure consistency. Reports important issues and outcomes of these contacts to the regional managers.
15%	TRAINING, PRESENTATIONS, & EXERCISES: Attends training in emergency management, procurement & reconciliation, administrative functions, and other topics as determined by Cal OES regulations or regional management. Gives presentations to staff as needed on job functions or related topics. Attends exercises put on by other agencies as an observer, evaluator, or participant to keep in compliance with agency training guidelines.
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.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐

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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
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