Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Analyst II	Position Number: 673-450-5393-702
Incumbent Name: Vacant	Working Title: HR Liaison	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Industrial Strategies Division	Section/Unit: Administrative Oversight Section	Reporting Location: 1001 I Street
Supervisor's Name: Rakesh Prasad	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ Yes ☐ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Administrative Oversight Section (AOS) provides administrative and clerical support to the Industrial Strategies Division (ISD/Division) and its branches. Pursuant to Assembly Bill 32, the California Global Warming Solutions Act of 2006 (Statutes of 2006, Chapter 488) and other authorities, ISD is responsible for regulatory and non-regulatory activities to reduce greenhouse gases, air toxics, and criteria air pollution from stationary and non-stationary sources under the Cap-and-Trade program, Low Carbon Fuels Standard, waste, energy, oil and gas and additional programs.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the direction of the Supervisor I in the AOS, the Analyst II performs complex analytical and complex administrative activities to support the Division. The Analyst II provides professional expertise in the topics of personnel, safety coordination, training, and workshop and event facilitation to support AOS staff and managers. The Analyst II will serve as the division liaison for personnel matters and other administrative activities, contribute as a team member to address administrative activities and support program staff and mentor other staff contributing on project teams. As a full journey-level analyst, the Analyst II continuously applies skills and expertise to process development, research on best practices, and works closely and cooperatively with others and in teams.

% of Time	Essential Functions
35% - E	Serve as the Administration Services Division Liaison and the Industrial Strategies Division liaison. In coordination with other AOS staff, prepares all personnel transactions and coordinates hiring procedures, completes Requests for Personnel Action and hiring documentation, manages all vacancies, reports and tracking, and maintain Division organizational charts. Independently conducts research, analyzes issues, and makes recommendations to management and staff regarding personnel matters. Maintains Division personnel records, ensuring accuracy.
25% - E	Serves as Division Health and Safety Coordinator and team member for division training activities. Processes and maintains ergonomic evaluations and reasonable accommodation forms. Maintains the emergency contact database on behalf of the Division. Leads the AOS section in the absence of the supervisor.
20% - E	Provides consultation and advices on critical and sensitive administrative issues to support the development and implementation of administrative processes and procedures. Coordinates training on procedures with all AOS staff and other division staff as needed. Sends out vacancy email to ISD staff and vacancy report to DO.
15% - E	Participates in and facilitates Division-wide activities, program-specific events, internal division meetings and social activities. Represents the Division Office at designated meetings and events. Sends out welcome emails for all new staff for ISD. Provides backup to the DO assistant.

% of Time	Marginal Functions
5%- M	Performs other duties as necessary to ensure AOS operational continuity and provide support for Division staff and programs.

Typical Physical Conditions/Demands

Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
Requires frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a smoke-free, climate-controlled office environment in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday.
Involves prolonged periods of sitting at a desk and working on a computer. Noise levels are typically low to moderate.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

Regular travel required. Must be able to lift, pull, or push equipment over 50 lbs. Position may require use of personal protective equipment such as safety boots, high visibility vest, hard hat and/or other protective gear.

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Travel up to _____ percentage

☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date