

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Associate Governmental Program Analyst	<i>Operations Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-706-5393-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Central Operations Technical Services Section Operations & Strategic Planning Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Field Audit and Compliance	Tax Administrator I, EDD
BRANCH:	REVISION DATE:
Tax	4/26/2024
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Travel may be required in this position. This may include work out of the office and/or in an outstation setting which requires a higher level of independence and self-motivation.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Tax Administrator I, the Associate Governmental Program Analyst serves as the full journey-level analyst and is responsible for the more complex and difficult analysis and workload of a variety of items related to technology, budgets, and facilities. Duties include procurement, maintenance, tracking, and reporting related to these functions for over 400 staff, located statewide, within the Field Audit and Compliance Division (FACD). Serve as the Division coordinator and work directly with staff in the Business Operations Planning and Support Division (BOPSD), Information Technology Branch (ITB), Tax Support Division (TSD), and Department of General Services (DGS) on projects, assignments, and issues.	
<b>Percentage of Duties</b>	<b>Essential Functions</b>

35%	Develop, maintain, review, monitor, track, and make recommendations regarding critical technology inventories, lists, and rosters that FACD maintains for the FACD Management team. Meets departmental goals for compliance with technology and support standards. Assure equipment meets specifications as required in relation to the coordination and preparation of technology support documents, such as the Enterprise Move Add Change form, and other related support forms. Participate in technology testing efforts and projects. Ensure staff has the appropriate program application and electronic file access necessary to perform their assigned work functions. Develop, maintain, and support SharePoint document portals for FACD's electronic document archives. Keep FACD management apprised of significant issues related to equipment, develop alternatives, and make recommendations.
25%	Analyze and monitor the Personal Services and Operating Expenses and Equipment budgets from data warehoused in existing systems or processes as well as information obtained from FACD field offices. Develop and prepare various worksheets and reports for management based on this data, identify problems and their causes, and make recommendations. Act as the Division liaison between the FACD and the TSD to ensure the Division stays within its designated funding allocations. Identify equipment needed and facilitate the procurement of those items.
25%	Gather and analyze facility and program data and information from central and field offices to meet requirements for premises and the Division such as: Continuity Plan for Business, site reviews, maintenance, repair, required postings. Monitor and prepare reports from BOPSD facility meetings, travel expense claims, and vehicle usage data. Consult with other divisions, branches, and agencies regarding common premises issues and work cooperatively on resolutions. Support the central office regarding security access and distribution of equipment to the field offices.
10%	Serve on various committees and business process improvement efforts, contributing to the group as a lead and/or team member. Cross train and provide backup support to other analysts within the Central Operations. Assist other program staff with technology needs.
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
5%	Perform other duties as assigned

**4. WORK ENVIRONMENT** *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

**Type of Environment:**

High Rise    Cubicle    Warehouse    Outdoors    Other:

**Interaction with Customers:**

Required to work in the lobby    Required to work at a public counter  
 Required to assist customers on the phone    Required to assist customers in person  
 Other:

**5. SUPERVISION EXERCISED:**

**Civil Service Classification**  
Associate Governmental Program Analyst

**Position Number**  
280-706-5393-xxx

(List total per each classification of staff)

None

## 6. SIGNATURES

### Employee's Statement:

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

### Supervisor's Statement:

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name:

Supervisor's Signature:

Date:

## 7. HRSD USE ONLY

### Classification and Pay Unit (CPU) Approval

Duties meet class specification and allocation guidelines.

CPU Analyst Initials

Date Approved

Exceptional allocation, STD-625 on file.

JMB

6/17/2024

### Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Analyst	<i>Operations Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-706-5157-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Central Operations Technical Services Section Operations & Strategic Planning Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Field Audit and Compliance	Tax Administrator I, EDD
BRANCH:	REVISION DATE:
Tax	4/26/2024
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input checked="" type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input checked="" type="checkbox"/> Travel May be Required <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Travel may be required in this position. This may include work out of the office and/or in an outstation setting which requires a higher level of independence and self-motivation.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Tax Administrator I, the Staff Services Analyst serves as the entry-level analyst and is responsible for assisting with the more routine analysis and workload of a variety of items related to technology, budgets, and facilities. Duties include procurement, maintenance, tracking, and reporting related to these functions for over 400 staff, located statewide, within the Field Audit and Compliance Division (FACD).  Serve as the Division representative and work directly with staff in the Business Operations Planning and Support Division (BOPSD), Information Technology Branch (ITB), Tax Support Division (TSD), and Department of General Services (DGS) on projects, assignments, and issues.	

Percentage of Duties	Essential Functions
35%	Develop, maintain, review, monitor, track, and make recommendations regarding critical technology inventories, lists, and rosters that FACD maintains for the FACD Management team. Meets departmental goals for compliance with technology and support standards. Assure equipment meets specifications as required in relation to the coordination and preparation of technology support documents, such as the Enterprise Move Add Change form, and other related support forms. Participate in technology testing efforts and projects. Ensure staff has the appropriate program application and electronic file access necessary to perform their assigned work functions. Develop, maintain, and support SharePoint document portals for FACD's electronic document archives. Keep FACD management apprised of significant issues related to equipment, develop alternatives, and make recommendations.
25%	Analyze and monitor the Personal Services and Operating Expenses and Equipment budgets from data warehoused in existing systems or processes as well as information obtained from FACD field offices. Develop and prepare various worksheets and reports for management based on this data, identify problems and their causes, and make recommendations. Act as the Division liaison between the FACD and the TSD to ensure the Division stays within its designated funding allocations. Identify equipment needed and facilitate the procurement of those items.
25%	Gather and analyze facility and program data and information from central and field offices to meet requirements for premises and the Division such as: Continuity Plan for Business, site reviews, maintenance, repair, required postings. Monitor and prepare reports from BOPSD facility meetings, travel expense claims, and vehicle usage data. Consult with other divisions, branches, and agencies regarding common premises issues and work cooperatively on resolutions. Support the central office regarding security access and distribution of equipment to the field offices.
10%	Serve on various committees and business process improvement efforts, contributing to the group as a lead and/or team member. Cross train and provide backup support to other analysts within the Central Operations. Assist other program staff with technology needs.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned

**4. WORK ENVIRONMENT** *(Choose all that apply)*

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Other: <i>Click here to enter text.</i>	

**Type of Environment:**

High Rise    Cubicle    Warehouse    Outdoors    Other:

**Civil Service Classification**  
Staff Services Analyst

**Position Number**  
280-706-5157-xxx

<b>Interaction with Customers:</b> <input type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Other:			<input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers in person		
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)					
None					
<b>6. SIGNATURES</b>					
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>					
Employee's Name:					
Employee's Signature:			Date:		
<b>Supervisor's Statement:</b> <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>					
Supervisor's Name:					
Supervisor's Signature:			Date:		
<b>7. HRSD USE ONLY</b>					
<b>Classification and Pay Unit (CPU) Approval</b>					
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.		CPU Analyst Initials		Date Approved	
<input type="checkbox"/> Exceptional allocation, STD-625 on file.		JMB		6/17/2024	
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:					

**Supervisor:** After signatures are obtained, make 2 copies:

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- Provide a copy to the employee
- File original in the supervisor's drop file