

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
<b>Associate Governmental Program Analyst</b>	Office of Information Services (OIS)
<b>Working Title</b>	<b>Office/Unit /Section / Geographic Location</b>
Lead OIS Personnel Liaison	OIS / Administration Unit / Client Services Section / Sacramento
<b>Position Number</b>	<b>Name and Effective Date</b>
610-710-5393-001	

Under the direction of the Information Technology Manager I, the Associate Governmental Program Analyst (AGPA) serves as Lead Office of Information Services (OIS) Personnel Liaison with the DCA Human Resources (HR) Classification and Pay Unit, Transactions Unit, and Selection Services Unit for all OIS personnel activity. Duties include, but are not limited to:

**A. Specific Assignments [w/Essential (E) and Marginal (M) Functions ]**

**40% (E) SPECIAL PROJECTS AND ASSIGNMENTS**

- Independently perform functions related to project personnel resource workload and tracking required by the Legislature for all DCA IT efforts due to increased BreEZe/project oversight. (15%)
- Independently conduct and complete complex special projects involving human resources issues related to educating the hiring managers on the appointment, evaluation, monitoring and tracking of the BreEZe Special Project Report (SPR) 3.1 positions. (15%)
- Develop and maintain the Project Workflow Plan and priorities of approved IT project and BreEZe system positions. Compile data used to report to the Legislature the status of BreEZe project and other IT project positions. (5%)
- Ensure OIS Personnel who require Criminal Offender Record Information CORI status are cleared. Assist with the clearance logistics and maintain a current roster of CORI cleared OIS employees. (5%)

**40% (E) CLASSIFICATION ANALYSIS**

- Independently conduct classification analyses; determine appropriate allocation levels and classifications; review and compare classification specifications, allocation guidelines, historical data, and duty statements. Use the principles and goals of the HR Modernization system to streamline the recruitment process and implement a consistent recruitment and selection process for technical positions; facilitate the development of a well-qualified, high performance Office of Information and BreEZe workforce. (15%)
- Independently develop justification documents and/or oversee the development of less complex documents to support proposed technical positions, upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in assignments, and refills of existing positions.

**Associate Governmental Program Analyst OIS / CLIENT SERVICES SECTION /  
ADMINISTRATION UNIT**

Perform salary determination; Identify eligibility for application screening purposes. Identify if Hire Above Minimum (HAMs) and T&D assignments may be appropriate, prepare applicable personnel-related requests and submit to the Department of Consumer Affairs' (DCA or Department) Office of Human Resources Office (OHR) for final determination. Prepare and revise duty statements and/or oversee preparation of less complex duty statements and organizational changes. Advise hiring managers regarding reachable candidates. Responsible for all personnel transmittal documents' processes OIS hiring and appointment documents and ensures appropriate completion and routing. (10%)

- Provide complex technical direction and assistance to OIS Management in vacancy recruitment efforts, which include development of the Recruitment Procedures for Supervisors Handbook and DCA Recruitment Processes. Prepare and post job advertisements, respond to emails and phone calls from interested parties regarding vacancies. (5%)
- Advise OIS management regarding HR procedures related to the ongoing support of OIS IT systems and projects and develop supporting documentation as needed. Support and documentation may involve budgetary issues related to positions, recruitment, reclassification packages and justifications. (5%)
- Analyze and reconcile documents such as position reports, organizational charts and budget or procurement related documents, in the support of various unit projects/tasks. Resolve position discrepancies if needed. (5%)

**20% (E) Personnel Liaison**

- Ensure all personnel related tasks are tracked daily and completed accurately, timely, and according to procedures. Tasks include position tracking, initial eligibility confirmations, Approval to Hire requests, employee appointments and/or separations, Job Opportunity Bulletins, OIS Vacancy Reports, and redirection packages. (10%)
- Oversee the maintenance of OIS personnel records/documents such as organization charts, duty statements, and Requests for Personnel Action (RPA) according to State Personnel Board specifications, Department of Personnel Administration allocation guidelines, and format guidelines. (5%)
- Oversee requests and verify eligibility for Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) from OHR Personnel (Transactions) Specialist. (5%).

**B. Supervision Received**

The Associate Governmental Program Analyst reports directly to and receives assignments from the Client Services Section Chief and Office of Information Service (OIS) Chief Information Officer (CIO), The AGPA also supports all of the OIS managers/supervisors.

**C. Supervision Exercised**

None

**Associate Governmental Program Analyst OIS / CLIENT SERVICES SECTION /  
ADMINISTRATION UNIT**

**D. Administrative Responsibility**

None

**E. Personal Contacts**

The Associate Governmental Program Analyst has frequent contacts with management and staff at all levels within the Department. This includes DCA's Divisions, Programs, Bureaus, Boards, and Committees. Frequent contact shall also be required with Business Clients, other government agencies, and various vendors and solution providers concerning the needs and development of DCA information systems and projects. Contacts may be initiated with other departments, governmental agencies, and private companies concerning information system and data center technologies as they relate to the performance of this position.

**F. Actions and Consequences**

The Associate Governmental Program Analyst represents the OIS and the DCA in interactions with all levels of staff from other governmental agencies and private sector companies. Failure to act in a professional manner would jeopardize the reputation of the organization. Failure to perform the duties of the AGPA would be detrimental to the goals and mission of the Administrative Unit, the OIS, the DCA and their clients. Failure to exercise good judgment in responding to requests for information and handling sensitive and confidential issues could result in information being released to unauthorized persons. Failure to properly track and complete personnel related workload in a timely manner could result in missed career opportunities for OIS staff and missed opportunities for IT projects to obtain appropriate staff to complete critical Information Technology (IT) functions in support of the DCA.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

**H. Other Information**

The Associate Governmental Program Analyst must have full journey level, excellent written and oral skills to successfully communicate with all levels of DCA staff. Incumbent must be able to reason logically and creatively, and utilize a wide variety of skills in order to resolve technical and business related issues/problems. He/she must be able to develop and evaluate alternatives, research and present ideas and information effectively both orally and in writing, consult with and advise interested parties on IT related subjects, gain and maintain the confidence and cooperation of those contacted, accurately assign priorities to multiple projects at any given time and remain flexible at all times.

**Additional Performance Expectations**

Ability to work cooperatively with others.  
Ability to work efficiently.  
Ability to report to work on time.  
Ability to maintain consistent, regular attendance.  
Ability to work under changing deadlines.

**Associate Governmental Program Analyst OIS / CLIENT SERVICES SECTION /  
ADMINISTRATION UNIT**

Ability to look and act in a professional manner.  
Ability to get along with others.  
Ability to exhibit courteous behavior towards others at all times.  
Ability to meet deadlines.  
Ability to perform tasks with minimal amount of errors.  
Ability to do completed staff work.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

---

Employee Signature

Date

---

Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

---

Supervisor Signature

Date

---

Printed Name

**Revised: 02/2020**