

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Multilingual Support Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174 - 645 - 5393 - XXX	
UNIT Division Support Office		POSITION CONTROL NO. 4979	
INCUMBENT VACANT		CLASS TITLE Associate Governmental Program Analyst	
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</p> <p>Under direction from the Staff Services Manager I in the Division Support Office (DSO) and the general direction of the Director of the Multilingual Learner Support Division, and working cooperatively with program offices and supervisors throughout the Department, the Association Governmental Program Analyst (AGPA) independently provides analytical support for personnel, policy, and division coordination. The AGPA provides support to the Director and the division management team with a common goal of ensuring that English learner, immigrant, and migrant education program services provide effective instruction leading to both English proficiency and a high level of academic performance by students.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	Human Resources: Create personnel request and nomination packets as needed by drafting duty statements, position justifications, job announcements, and other essential documents; develop application screening criteria; analyze and screen incoming applications; assist with the development of interview questions and tests; schedule and facilitate interviews and Official Personnel File reviews; correspond with candidates, Division management, and departmental staff regarding personnel matters orally and in writing; monitor the status of requests; and conduct research on personnel matters for Division management as needed.		
30%	Policy: Develop, review, and edit policy documents and reports submitted to the division. Assist with the analysis of documents submitted to the division, including, but not limited to: letters to the field, bill analyses, draft correspondence, and State Board of Education items. Create and submit updates to Branch on a monthly basis to synthesize the work of the division. Prepare presentations for the director. Independently compose correspondence (i.e., letters, memos, and reports). Create division manuals and workflow for succession planning. Propose recommendations for action for the Director to improve division efficiency. Maintain confidential information including personnel, legal, and administrative materials.		
15%	Data Support: Utilize Microsoft Office to create and maintain statewide databases and reports; collect data by using Snap Survey software to create surveys, evaluations, and applications; and analyze data.		
15%	Division Coordination: Coordinate and communicate with Branch staff regarding packets submitted for Branch approval via TEAMS and the Correspondence Tracking System. Participate in weekly Branch update meetings. Coordinate monthly meetings with Office Technician staff to provide procedural updates and team building. Serve as Division Record Retention Coordinator; maintain the Division record retention schedule. Serve as back-up to the Division Web Coordinator; prepare, convert, and post documents to accessible formats in accordance with departmental standards utilizing Contribute software and the WebNET system. Serve as back-up to the Division IT Coordinator; troubleshoot IT issues, provide technical assistance to division staff, and evaluate and		

	report high level technology-related problems using the Technology Services Division Footprints system.
5%	Legislation: Analyze proposed legislation to determine its fiscal and programmatic impact on all programs within the Division; monitor status of bills assigned to the Division; create bill analysis timelines; assign and review Legislative Implementation Plans; perform legislative research; and provide summary reports to the Division Director as needed.
5%	Other: Participate in staff meetings; keep Director apprised of the status of projects and problems; participate in stakeholder workgroups and provide support at division conferences and activities as necessary; and perform other job-related duties as required.

POSITION NUMBER (Agency – Unit – Class – Serial)

174 - 645 - 5393 - XXX

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

Kerri Wong



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



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		PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Multilingual Support Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174 - 645 - 5157 - XXX	
UNIT Division Support Office		POSITION CONTROL NO. 4979	
INCUMBENT VACANT		CLASS TITLE Staff Services Analyst	
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.</p> <p>Under direction from the Staff Services Manager I in the Division Support Office (DSO) and the general direction of the Director of the Multilingual Support Division, and working cooperatively with program offices and supervisors throughout the Department, the Staff Services Analyst (SSA) independently provides analytical support for personnel, policy, and division coordination. The SSA provides support to the Director and the division management team with a common goal of ensuring that English learner, immigrant, and migrant education program services provide effective instruction leading to both English proficiency and a high level of academic performance by students.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	<p>Human Resources: Under guidance and supervision, create personnel request and nomination packets as needed by drafting duty statements, position justifications, job announcements, and other essential documents; develop application screening criteria; analyze and screen incoming applications; assist with the development of interview questions and tests; schedule and facilitate interviews and Official Personnel File reviews; correspond with candidates, Division management, and departmental staff regarding personnel matters orally and in writing; monitor the status of requests; and conduct research on personnel matters for Division management as needed.</p>		
30%	<p>Policy: Under guidance and supervision, develop, review, and edit policy documents and reports submitted to the division. Assist with the analysis of documents submitted to the division, including, but not limited to: letters to the field, bill analyses, draft correspondence, and State Board of Education items. Create and submit updates to Branch on a monthly basis to synthesize the work of the division. Prepare presentations for the director. Independently compose correspondence (i.e., letters, memos, and reports). Create division manuals and workflow for succession planning. Propose recommendations for action for the Director to improve division efficiency. Maintain confidential information including personnel, legal, and administrative materials.</p>		
15%	<p>Data Support: Utilize Microsoft Office to create and maintain statewide databases and reports; collect data by using Snap Survey software to create surveys, evaluations, and applications; and analyze data.</p>		
15%	<p>Division Coordination: Under guidance and supervision, coordinate and communicate with Branch staff regarding packets submitted for Branch approval via TEAMS and the Correspondence Tracking System. Participate in weekly Branch update meetings. Coordinate monthly meetings with Office Technician staff to provide procedural updates and team building. Serve as Division Record Retention Coordinator; maintain the Division record retention schedule. Serve as back-up to the Division Web Coordinator; prepare, convert, and post documents to accessible formats in accordance with departmental standards utilizing Contribute software and the WebNET system. Serve as back-up to the Division IT Coordinator; troubleshoot IT issues, provide technical assistance to division staff, and</p>		

	evaluate and report high level technology-related problems using the Technology Services Division Footprints system.
5%	Legislation: Under guidance, analyze proposed legislation to determine its fiscal and programmatic impact on all programs within the Division; monitor status of bills assigned to the Division; create bill analysis timelines; assign and review Legislative Implementation Plans; perform legislative research; and provide summary reports to the Division Director as needed.
5%	Other: Participate in staff meetings; keep Director apprised of the status of projects and problems; participate in stakeholder workgroups and provide support at division conferences and activities as necessary; and perform other job-related duties as required.

POSITION NUMBER (Agency – Unit – Class – Serial)

174 - 645 - 5393 - XXX

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

Kerri Wong



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

