

**Duty Statement**

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| Classification: Staff Services Analyst (SSA)  |  |
| Working Title: Assistant to the Deputy Director   |  |
| Program:  |  |
| Division: Director's Office   | Branch: Office of Legislative & Governmental Affairs |
| Section: Administration and Outreach Section  | Unit:  |
| COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Position Number: 803-040-5157-001                    |
| Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Maximum Telework Days:                               |
| Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Specify Language: Not Applicable                     |
| <p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>  |  |
| <p><b>Job Summary:</b></p> <p>Under the general supervision of the Staff Services Manager II, the Staff Services Analyst (SSA) serves as the personal and confidential administrative assistant to the Deputy Director of LGA. This position has considerable responsibility and independence in a variety of analytical and administrative assignments as it relates to LGA.</p> <p>The SSA provides staff assistance on sensitive departmental and program issues, administrative assistance, and office management. The incumbent must interpret and apply provisions of, among other things, the DHCS Writing Style Guidelines, the California Style Manual, the Health Administrative Manual, the State Administrative Manual, and administrative guidance memorandums issued through the Department's Administration Division, the Department of Finance, California Department of Human Resources, and other control agencies. The incumbent must demonstrate strong research and analytical skills; initiative and problem solving abilities; written and oral communication skills; workload prioritization practices; time management skills; and, attention to detail. The SSA develops and demonstrates a working knowledge of the complex, continuously emerging health care policy and financing areas, and as appropriate, identifies information that may be of value to the Deputy Director and four reporting divisions. The incumbent must be proficient in the use of Microsoft Word, Excel, and Outlook; and, possess knowledge of current office methods, supplies, equipment, and procedures, and business English.</p> <p>These activities require reading, analyzing and editing various incoming and outgoing documents; utilizing various Microsoft suite and data base software; monitoring DHCS, Administration and legislative deadlines; working independently to conduct completed staff work in a timely manner; keeping supervisors and coworkers informed of legislative activities and deadlines; and, making deliveries to the State Capitol and the California Health and Human Services Agency (CalHHS) as needed.</p> |  |
| <p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>   |  |

| <b>Description of Duties:</b> |  |
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| <b>% Of Time</b>              | <b>Essential Functions</b>   |
| <b>40%</b>                    | <p>The SSA serves as coordinator between Legislative and Governmental Affairs, the Director's Office, CalHHS, and the Governor's office, and DHCS divisions that lead various departmental matters (i.e. correspondence, legislative reports, sensitive personnel matters, drills and special projects). Coordinating these activities require the SSA to work independently and maintain cooperative working partnerships. Prioritizes and manages meeting schedules and travel arrangements for the DD. Prepares, reviews, proofreads, edits, and prioritizes correspondence and other documents for the DD, signatures and ensures consistency with Department standards. Coordinate the proposed legislation process to ensure communication with program, compliance with procedures, and the meeting of deadlines. Update and maintain appropriation files and agendas, and monitor/tracks DHCS proposed legislation. As a staff member works with relevant parties to develop and maintain office workload planning standards, staffing requirements, and establishes office procedures. Directs support staff in other division offices to ensure compliance with departmental/program policies and procedures related to correspondence, bill analyses, Governor's Office correspondence, and other support staff issues. Serve as coordinator between the DD and other governmental entities such as the Health and Human Services Agency and the Governor's Office on various departmental matters (e.g., correspondence, hearings, testimonies, speeches, legislative reports, and special projects). Maintains tracking system for incoming and outgoing bill analyses. Responsible for reviewing bill analyses for accuracy and completeness before routing to appropriate Legislative Coordinator (Staff Services Manager I Specialist). Follow complex written/verbal instructions and works with confidential subject matter.</p> |
| <b>35%</b>                    | <p>Review all incoming correspondence to determine appropriate action. Independently determine proper assignment and forward for response and/or other action. Maintain a tracking system for identification of assignments and due dates. Prepare, review, and prioritize correspondence for DD's signature. Independently prepare replies for DD's signature. Prepare weekly and biweekly reports to the Director's Office and CalHHS. Use own discretion to schedule all appointments and meetings for the DD and ADDs. Incumbent must have an understanding of current program matters and departmental priorities to ensure the highest priority matters are properly scheduled. Maintain extensive calendar of the DD and ADD and independently schedule appointment by nature of priority and importance of involving departmental staff, Director's Office, CalHHS, Governor's Office and the Legislature. Direct phone calls and written inquiries from the Governor's Office, Legislature, other state agencies and high level individuals regarding constituent and legislative issues. Receive, screen, research, analyze and respond to concerns directed to the DD on confidential and/or sensitive departmental issues. Independently assign requests for information to the appropriate office or departmental program staff; and follow up in a reasonable amount of time to ensure that action was taken in a timely fashion.</p>  |
| <b>5%</b>                     | <p>Develops automated bill tracking reports for specific uses by DD, ADDs, Legislative Coordinators, and Directorate such as summary reports on the Department's top legislative activities. Monitors assignments and produces reports on a daily and weekly basis identifying by Division, bill analysis workloads. Compiles data and develops reports on the Department's legislative issues as needed or requested by the Directorate and/or CalHHS, including preparing the year-end report which summarizes the major legislation impacting the Department.</p>   |
| <b>5%</b>                     | <p>Analyzes administrative systems, processes, and tracking mechanisms to be used in this position and implements necessary changes to improve efficiencies, including the development and ongoing maintenance of office workload and planning standards, staff requirements, and office procedures. Participates in the development and implementation of department-wide policies and procedures; and the evaluation, development, and maintenance of databases, spreadsheets, and other administrative systems. Analyzes efficiency of existing department-wide procedures, updates and communicates with</p>   |

| <b>Description of Duties</b> |  |
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| <b>% Of Time</b>             | <b>Essential Functions</b>   |
|                              | LGA staff and management, and develops new procedural reference materials in response to identified administrative issues. Maintains and supports a variety of program databases and spreadsheets; prepares and distributes pertinent documents to applicable staff and management; prepares and completes complex staff work, which includes, but is not limited to, writing technical reports, and serving as a resource to the DD, LGA staff, the public, and other government employees. |
| <b>5%</b>                    | Functions as the Attendance Coordinator for Legislative and Governmental Affairs. Enters employee attendance data into Human Resource Information Systems (HRIS). Monitors, tracks, and notifies the Human Resource Division (HRD) Personnel Specialist of employee dock, and when an employee separates or takes a leave (paid or unpaid). Routes employee benefits and attendance paperwork to the HRD Personnel Specialist  |
| <b>5%</b>                    | Responsible for office procurement and supply maintenance. Reviews incoming mail and delegates to appropriate department staff. Ensures legislative bill files are created and maintained. Services as backup to the Staff Services Analyst with data compilation and report generation from Capitol Track system.   |
| <b>% Of Time</b>             | <b>Marginal Functions</b>  |
| <b>5%</b>                    | Performs other duties and special projects as assigned by the Deputy Director, as needed.  |



**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

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| Classification:                               | Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.   |
| Working Title:                                | Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.  |
| Program / Division / Branch / Section / Unit: | Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.   |
| Position Number:                              | Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810   |
| Telework Eligible:                            | <p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be 'per week' or 'per month'.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>  |
| COI Classification:                           | <p>Check 'Yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict of Interest Code.</p> |
| Bilingual Fluency:                            | <p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>   |
| Job Summary:                                  | Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.  |

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| Description of Duties:    | <p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p><b>Essential Functions:</b> Assess whether the performance of a functions is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>   |
| Supervision Received:     | <p>Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.</p> <p><b>Under General Direction:</b> Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p> |
| Supervision Exercised:    | <p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>  |
| Special Requirements:     | <p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>   |
| Desirable Qualifications: | <p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>   |

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| Working Conditions:              | Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.   |
| Human Resources Acknowledgement: | Completed by Human Resources Division to indicate the last date of review.   |
| Employee Acknowledgement:        | Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.  |
| Supervisor Acknowledgement:      | <p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OFP).</p> |