

DUTY STATEMENT

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Employee Name: TBD	Current Date: June 6, 2024
Classification: Staff Services Analyst	Position #:673-910-5157-XXX
Division/Office: ECCD	CBID: R01
Section: Emissions Certification and Compliance Administrative Section	
Supervisor Name: TBD	Supervisor Classification: SSM I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS:** N/A

MISSION OF SECTION: The Emissions Certification and Compliance Administrative Section (ECCAS) is responsible for the administrative and budgetary aspects of the Emissions Certification and Compliance Division (ECCD). The section provides analytical support services in the areas of personnel, budgets, accounting, contracts, travel, equipment, procurement, space planning, and other functions.

CONCEPT OF POSITION: Under supervision of the Staff Services Manager I of ECCAS, the ECCD Staff Services Analyst will work on a wide variety of analytical and consultative staff services assignments in the areas of compiling and analyzing data, developing procedures and work plans, and providing administrative support to ECCD management and staff.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% E	Independently compile, reconcile, gather and analyze data from various databases within the Division. Responsibilities include ensuring that all data is captured by these databases and that data is inputted accurately and on time. Provide recommendations to Division management on how to improve the collection of data from outside stakeholders and notify relevant staff when deadlines are not met per statutory and regulatory mandates.
35% E	Conduct yearly administrative review ensuring that all employees drop box files are current and contain mandated training records. Responsible to compile any budget change proposals (BCPs) put forth by the Division and reconcile and interpret the asks in those BCPs and make recommendations to the Division Chief where necessary. Plan, implement, and conduct training relevant to Division procedures and expectations using independent judgment and discretion to ensure there is consistency in the Division. Route Division sensitive assignments through CARB Tracks and stay on top of deadlines for these assignments.
20% E	Manage the posting of all Executive Orders for the Division and ensure that all relevant outward facing public databases are functional and up-to-date.
10% M	Analyze and process executive orders and manufacturer correspondence and advisories. May perform other duties as assigned within the scope of the classification.