



Current  
 Proposed

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Associate Governmental Program Analyst	Working Title Assistant to Director
Employee Name Vacant	Position Number 799-251-5393-703
Project/Division Name Office of Youth and Community Restoration	Supervisor's Name Katherine Lucero
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification Exempt
Physical Work Location 925 L Street, Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the Executive Director of the Office of Youth and Community Restoration (OYCR), the Associate Governmental Program Analyst (AGPA) provides independent administrative and analytical support to the Office of Youth and Community Restoration at the California Health and Human Services Agency (Agency).</p> <p>The AGPA will assist the Executive Director and the executive team in executing the duties of the OYCR. The AGPA performs analytical tasks in a variety of administrative support roles and is expected to consistently demonstrate a high degree of initiative; have excellent oral and written communications skills, good judgment and effectiveness in working with or through others; and perform assigned tasks with independence and follow-through. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities and be proficient in all Microsoft applications.</p> <p>The AGPA is expected to engage with the senior leadership from Agency, the departments, offices, other state and local agencies, and stakeholders that OYCR works with Agency and as a result, must demonstrate extreme tact and professionalism to accomplish regular tasks. In addition, this position requires the flexibility to work irregular or extended work hours with short notice, and it may involve occasional travel.</p>	
Percentage of Duties	Essential Functions
40%	Works closely with the Executive Director, Counsel, and other Executive Team members to research confidential and sensitive departmental/program issues or "hot-topics" in an effort to proactively address and ensure coordination of efforts for items that cut across state or local offices, departments and/or agencies. Researches, prepares, and maintains resources list relating to current events, programs, and developments in the juvenile justice system statewide. Monitors and maintains resource list relating to national juvenile justice current events, reports, and resources. Tracks upcoming legislation, program and/or court decisions that may impact the OYCR and prepares summary papers as needed. Sets meetings, develops agendas, and prepares minutes for staff meetings and other meetings as directed.
30%	Monitors and maintains the OYCR email box and other correspondence. Reviews correspondence, responding as appropriate. Tracks all correspondence, reports, meetings, appointments, forms, etc. and handles scheduling and travel arrangements for the executive team. This includes independent research, follow-up to originator as necessary, to obtain background information for the planned meeting, appointment, conference, etc. This also includes any travel reimbursement, receipts, etc., to process travel claims. Creates fully detailed itineraries for the Director's travel.

15%	Facilitates the planning and coordination of the meetings of the OYCR subcommittee meeting of the Child Welfare Council, ensuring all meetings run smoothly and that information and materials are posted to the web and compliant with the Bagley-Keene Act. Also facilitates planning and coordination of the OJJDP Title II SACJJDP committee which is also a Bagley-Keene act body. The AGPA may be asked to research policies, regulations, program instructions, information memoranda, and other policy documents governing the subcommittee meetings and the SACJJDP meetings. Additionally, the AGPA will provide technology support as needed and serve as the liaison between the hosting facilities, committee members, and internal/external stakeholders. The AGPA will participate in all OYCR Webinars to the extent requested by the Directorate.
10%	Facilitates the development and implementation of special projects to improve OYCR program effectiveness as directed by OYCR executive staff. Special projects may include researching and providing recommendations regarding legislation, program and/or court decisions. Participates in the onboarding of all new OYCR staff. Keeps the OYCR Administration policies and procedures manual up to date.
5%	Performs other related duties, special assignments, and projects as required in order to fulfill the mission, goals, and objectives of the OYCR.

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

**5. SUPERVISION**

N/A

**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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Statement:**  
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. HRD USE ONLY**

**Human Resources Division Approval**

<input type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		

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

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**



Current  
 Proposed

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Staff Services Analyst	Working Title Assistant to Director
Employee Name	Position Number 799-251-5157-703
Project/Division Name Office of Youth and Community Restoration	Supervisor's Name Katherine Lucero
Unit <a href="#">Click here to enter text.</a>	Supervisor's Classification Exempt
Physical Work Location 925 L Street, Sacramento, CA	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date <a href="#">Click here to enter text.</a>	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input type="checkbox"/> Conflict of Interest Filing (Form 700) Required      <input type="checkbox"/> Requires Fingerprinting &amp; Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations      <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p> <p><a href="#">Click here to enter text.</a></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the general direction of the Executive Director of the Office of Youth and Community Restoration (OYCR), the Staff Services Analyst (SSA) provides independent administrative and analytical support to the Office of Youth and Community Restoration at the California Health and Human Services Agency (Agency).</p> <p>The SSA will assist the Executive Director and the executive team in executing the duties of the OYCR. The SSA performs analytical tasks in a variety of administrative support roles and is expected to consistently demonstrate a high degree of initiative; have excellent oral and written communications skills, good judgment and effectiveness in working with or through others; and perform assigned tasks with independence and follow-through. In order to meet deadlines within overlapping timeframes, incumbent must be flexible to changing priorities and be proficient in all Microsoft applications.</p> <p>The SSA is expected to engage with the senior leadership from Agency, the departments, offices, other state and local agencies, and stakeholders that OYCR works with Agency and as a result, must demonstrate extreme tact and professionalism to accomplish regular tasks. In addition, this position requires the flexibility to work irregular or extended work hours with short notice, and it may involve occasional travel.</p>	
Percentage of Duties	Essential Functions
35%	Works closely with the Executive Director, Counsel, and other Executive Team members to assist with researching confidential and sensitive departmental/program issues or "hot-topics" in an effort to proactively address and ensure coordination of efforts for items that cut across state or local offices, departments and/or agencies. Assists with the research, preparation, and maintenance of resources list relating to current events, programs, and developments in the juvenile justice system statewide. Monitors and maintains resource list relating to national juvenile justice current events, reports, and resources. Tracks upcoming legislation, program and/or court decisions that may impact the OYCR and prepares summary papers as needed. Sets meetings, develops agendas, and prepares minutes for staff meetings and other meetings as directed.
30%	Monitors and maintains the OYCR email box and other correspondence. Reviews correspondence, drafting a response for review by OYCR staff as appropriate. Tracks all correspondence, reports, meetings, appointments, forms, etc. and handles scheduling and travel arrangements for the executive team. This includes independent research, follow-up to originator as necessary, to obtain background information for the planned meeting, appointment, conference, etc. This also includes any travel reimbursement, receipts, etc., to process travel claims. Creates fully detailed itineraries for the Director's travel.

20%	Facilitates the planning and coordination of the meetings of the OYCR subcommittee meeting of the Child Welfare Council, ensuring all meetings run smoothly and that information and materials are posted to the web and compliant with the Bagley-Keene Act. Also facilitates planning and coordination of the OJJDP Title II SACJJDP committee which is also a Bagley-Keene act body. The SSA may be asked to research policies, regulations, program instructions, information memoranda, and other policy documents governing the subcommittee meetings and the SACJJDP meetings. Additionally, the SSA will provide technology support as needed and serve as the liaison between the hosting facilities, committee members, and internal/external stakeholders. The SSA will participate in all OYCR Webinars to the extent requested by the Directorate.
10%	Assists with the development and implementation of special projects to improve OYCR program effectiveness as directed by OYCR executive staff. Special projects may include researching and providing recommendations regarding legislation, program and/or court decisions. Participates in the onboarding of all new OYCR staff. Keeps the OYCR Administration policies and procedures manual up to date.
5%	Performs other related duties, special assignments, and projects as required in order to fulfill the mission, goals, and objectives of the OYCR.

**4. WORK ENVIRONMENT** *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

**5. SUPERVISION**

N/A

**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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Statement:**  
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. HRD USE ONLY**

**Human Resources Division Approval**

<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved

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

\* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

*Click here to enter text.*

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE**