



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
LEGAL	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	326-411-5393-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
PRA SECTION		R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>The Associate Governmental Program Analyst (AGP) works under the supervision of the Staff Services Manager I (SSM I) in the Public Records section of the Legal Division. The AGPA researches and responds to Public Records Act (PRA) requests and generates data reports on the work of the California Civil Rights Department (CRD). Specific responsibilities include, but are not limited to:</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Functions as the Custodian of Records designee for the Department, responding to and processing requests for compliance reports, media/press reports, departmental policies and procedures, annual data reports, departmental contracts, and documents pursuant to the PRA, including record location and review, redaction of personal information and segregation of records exempt from disclosure by performing legal research, analyzing the relevant statute(s) and case law, prior to the production of reports and documents. Responds to a variety of inquiries from press/media, attorneys, and the public on the status of PRA requests, and provides information on the procedural aspects of processing PRA requests.	
35%	Responds to numerous, and complex PRA requests for CRD investigative files containing sensitive and/or privileged information by ensuring that all applicable laws, rules, policies, and procedures, including but not limited to the California Public Records Act, are applied correctly.	
20%	Maintains proper records of PRA requests in the Department's case management system (CMS) in compliance with Departmental procedures. Compiles and analyzes statistical data on PRA requests and prepares various reports of cases handled by the CRD, such as monthly reports, annual reports to the legislature, and other ad hoc reports. Enters new public records requests into the CMS. Maintains request information in the CMS, updating and closing PRA requests in compliance with Department procedures.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Participates in Department meetings, seminars, and trainings.	
5%	Other duties as assigned by the Staff Services Manager, Assistant Chief Counsel, or Chief Counsel of the Legal Division.	



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DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively and establish and maintain cooperative working relationships with co-workers and members of the public and display excellent customer service skills.
- Ability to operate a computer and knowledge of Excel and Word software programs.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instructions and established procedures.
- Ability to gather and analyze facts and evidence, reason logically, draw conclusions, and make appropriate recommendations and participate effectively in investigations and interviews.
- Ability to prepare written documents and accurate detailed reports clearly and concisely.
- Ability to multitask and manage multiple impending deadlines.
- Experience in or knowledge of the California Public Records Act.
- Experience in or knowledge of the California Fair Employment and Housing Act (FEHA), CRD complaint process, investigative techniques, and/or settlement of complaints.
- Experience in or knowledge of the California legal system and judicial processes.
- Experience working as a project leader or coordinating the efforts of representatives on projects.
- Ability to speak a second language (bilingual) or American Sign Language.

TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively handle stress, and work in a noisy and fast-paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.

TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed. Travel expenses from your home to your assigned headquarters location is considered a normal commute and are not reimbursable.

SPECIAL REQUIREMENTS:

Special Characteristics:

Incumbent routinely works with sensitive and confidential issues and/or documents and is always expected to maintain the privacy and confidentiality of such issues and/or documents. The incumbent must also exercise a high degree of initiative, independence, sound judgment, and creativity in performing tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy must always be demonstrated.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

Supervision Received/Exercised:

The AGPA receives supervision from the Staff Services Manager I, Assistant Chief Counsel and may receive direction from the Assistant Chief Counsel or Chief Counsel of the Legal Division. This position has no direct supervisory functions.

Personal Contacts:

The AGPA may have daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, media/press, and the general public.



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Actions and Consequences:
Must adhere to all applicable laws, rules, policies, and procedures, including but not limited to the California Public Records Act, the Fair Employment and Housing Act, Unruh Act, Ralph Civil Rights Act, Disabled Persons Act, Department’s Enforcement Directives, Administrative Manual, Clerical Manual, and any directions received from Departmental management personnel. A failure to process work promptly, accurately, and with good judgment could result in the rights of complainants, respondents, and/or others, as set forth in the California Public Records Act, the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act, and the Disabled Persons Act being jeopardized and/or compromised. Failure to use good judgment in handling sensitive and confidential information could result in violation(s) of individual privacy rights and Departmental policy. Failure to utilize diligence in gathering data, taking notes, or preparing reports could result in the public’s right to information being compromised or consequences to the Department from our federal partners. Failure to properly route emails and phone calls to appropriate personnel could result in reputational or legal damage to the Department.

The statements 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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE