



**Duty Statement**

Current     Proposed

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|---|---|
| <b>Classification</b><br>Associate Governmental Program Analyst | <b>Office/Department</b><br>Office of Data and Innovation (ODI) |
| <b>Working Title</b><br>Administrative Support Analyst          | <b>Unit/Section</b><br>Operations/ Administration               |
| <b>Position Number</b><br>418-100-5393-001                      | <b>Effective Date</b>   |
| <b>Name</b><br>Vacant   | <b>Date Prepared</b><br>8/15/2024                               |

**General Statement**

Under the direction of the Head of Administration (Staff Services Manager II, Managerial) within the Operations Division, the Administrative Analyst (Associate Governmental Program Analyst) provides administrative support to ODI’s Deputy Directors (i.e. – Deputy Director of Operations, Strategy, User Research, Service Innovation, Data Engineering & Services, Data Programs & Policy, Advanced Analytics & Evaluation). The Administrative Analyst performs critical administrative functions for the Administrative Division.

**Essential Functions**

| %   | Description  |
|-----|--|
| 45% | <ul style="list-style-type: none"> <li>• Manage, track, and report on all department-owned <b>assets</b>. Responsible for tagging all assets, ordering additional tags as necessary, and updating as necessary the ODI’s asset management tracking system. Participate in oversight agency meetings as required and necessary.</li> <li>• Serve as ODI’s <b>Forms/Document Coordinator</b> to oversee the administration of ODI standard forms and documents’ development, review and approval process, annual update/maintenance process, and standardization. Perform complex gathering and analysis of State standard and departmental-developed forms. Advise management and staff on forms and document-related needs and issues and analyze the future need for standard and custom forms creation. Participate in oversight agency meetings as required and necessary.</li> </ul> |

| %   | Description   |
|-----|---|
|     | <ul style="list-style-type: none"> <li>● Serve as ODI's <b>Records Retention Coordinator</b> to manage the development and updates to ODI's Record Retention Schedule. Perform gathering and analysis of records retention program-related questions and issues for staff. Work with internal and external information technology (IT) resources to develop and implement electronic and automated record retention policies for online folders and documents. Participate in oversight agency meetings as required and necessary.</li> <li>● Serve as ODI's <b>Facilities Coordinator</b> and complete facilities-related tasks and duties, that include submitting facilities requests to building management for processing, coordinating with building management on receiving large goods, coordinating the installation or renovation of office/cubicle spaces, and moving around office supplies and equipment. Prioritize and report to management on unresolved and high priority facilities-related requests.</li> <li>● Serve as ODI's <b>Health and Safety Officer</b>. Implement and maintain an Injury and Illness Prevention Plan (IIPP), including a COVID-19 Prevention Plan (CPP), to ensure all ODI operations are performed with utmost regard for the safety and health of all ODI staff. This includes providing a safe and healthy environment for all employees working in ODI's offices and work locations. Train ODI staff in general safe and healthy work practices and give specific training on hazards that are unique to job assignments. Initiate a system to ensure ODI employees comply with safe and healthy work practices. Develop a system of communication relating to health and safety matters. Develop procedures to identify and evaluate unsafe conditions and work practitioners. Investigate occupational injury and illness. Develop methods to correct unsafe or unhealthy conditions, work practices and procedures in a timely manner, and provide any necessary health and safety training for all ODI employees, contractors, consultants and volunteers. Perform annual safety inspections and participate in Safety and Health Committee meetings as necessary. Participate in oversight agency meetings as required and necessary.</li> <li>● Research and draft ODI <b>policies</b>, assist with drafting operational <b>procedure</b> documents for internal and external use. Support ODI <b>strategic initiatives</b> and be responsible for working with deputy directors and executive team on receiving input and helping meet established deadlines.</li> </ul> |
| 40% | <p>Deputy Director Support</p> <ul style="list-style-type: none"> <li>● Research and develop briefing, background information, action items, notes, agendas, etc. for meetings, conferences, speaking engagements and other events by gathering relevant documents and information and compiling applicable materials. Where applicable and when requested, take meeting minutes, and distribute to appropriate parties.</li> <li>● Manage complex deputy director calendars. Plan, coordinate and schedule conference calls, meetings, and events (both virtual and in person). When applicable, cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities. Prepare relevant documentation and/or resources.</li> <li>● Work with deputy director team to identify opportunities to improve alignment, increase cross-functional collaboration, and support the execution of strategic priorities.</li> </ul>   |
| 10% | <ul style="list-style-type: none"> <li>● Serve as ODI's <b>General Reception</b> by providing customer service and screening and directing correspondence, telephone calls from the main phone line, general emails received via the website, and visitors to appropriate contacts and providing information as requested and appropriate. Provide information to staff on Administrative related policies, programs, and procedures.</li> </ul>  |

| % | Description  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Receive and distribute ODI mail, use carrier's shipping system(s) to generate shipping label(s) and ensure packages are picked up/dropped off (when necessary); verify outgoing label information is complete and accurate; calculate cost(s) associated with delivery.</li> <li>• Order, distribute, and stock receive office supplies for all ODI locations (headquarters and field offices). Receive and inventory office supplies at the headquarters location for the supply room; ensure supply room is organized and adequately stocked. Project and perform forecasts for office supply budget and inventory requests.</li> </ul> |

**Marginal Functions**

| %  | Description   |
|----|---|
| 5% | <ul style="list-style-type: none"> <li>• Serve as a backup to Administrative Coordinator.</li> <li>• Perform other assignments and duties as appropriate and required.</li> </ul> |

**Supervision Received**

The Administrative Analyst will report to the Head of Administration. In the absence of the Head of Administration, this position will report to the Deputy Director, Operations.

**Supervision Exercised:** None.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to address facility-related matters, attend meetings offsite, conferences, and/or training classes.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

|                           |                              |             |
|---------------------------|------------------------------|-------------|
| <b>Employee Signature</b> | <b>Employee Printed Name</b> | <b>Date</b> |
|---------------------------|------------------------------|-------------|

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

|                             |                                |             |
|-----------------------------|--------------------------------|-------------|
| <b>Supervisor Signature</b> | <b>Supervisor Printed Name</b> | <b>Date</b> |
|-----------------------------|--------------------------------|-------------|