

DUTY STATEMENT

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Employee Name: Vacant	Current Date: October 2024
Classification: Associate Governmental Program Analyst	Position #: 673-210-5393-701
Division/Office: Enforcement Division	CBID: R01
Section: Enforcement Division Administration Section	
Supervisor Name: Chas Rifredi	Supervisor Classification: Staff Services Manager 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

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

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

MISSION OF SECTION: The Enforcement Division Administration Section (EDAS) is responsible for overseeing the administrative functions of the Enforcement Division (ED). The section provides analytical support services and expertise to Division staff and management in the areas of personnel, budgets, accounting, contracts, equipment, facilities and space planning, standard process for enforcement settlements, web page maintenance, and other functions.

CONCEPT OF POSITION: Under the general direction of the EDAS Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) will perform the more complex and varied tasks in the areas of personnel, recruitment, hiring and onboarding, and other related duties on behalf of the division. The AGPA will guide and support ED management/staff and will serve as one of the Division Liaisons between ED and CARB's Administrative Services Division (ASD) and the Fiscal Services Division (FSD). The incumbent will be expected to travel between the Sacramento and Riverside Enforcement offices when necessary and less than 5 percent per year.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Compile, submit, and track division Requests for Personnel Action (RPA) packages for recruitment, separations, reclassifications, restructures, etc. Prepare and review RPA documentation including justifications, duty statements, organizational charts, position advertising information, etc. Provide guidance and consultation to ED management on division recruitment and hiring efforts, interpreting rules and policies when necessary. Provide consultative services to supervisors and upper management on subjects including, but not limited to, writing effective duty statements, preparing justifications, hiring processes, etc. Maintain internal org charts and position control. Update current guidance and develop new material and conduct training on internal recruitment and hiring for ED management.
20% - E	Coordinate with ED hiring managers on first day onboarding efforts for new staff. Meet with new division staff to complete necessary onboarding paperwork, submitting forms to appropriate ASD/FSD units for processing. Develop guidance material for onboarding new staff and onboarding directives for management. Update onboarding guidance as processes and procedures change.
20% - E	Collect, review, track, and submit forms such as performance appraisals, individual development plans, employee emergency contact information, duty statements, expectations, range changes, and merit salary award approvals, ensuring documents are complete accurately and submitted

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	timely to ASD. Maintain electronic employee files, tracking spreadsheets, and SharePoint lists while upholding current record retention policies.
20% - E	Monitor division staff Tempo timekeeping accounts to ensure timesheets are submitted timely and accurately. Track permanent intermittent hours to ensure PI staff do not exceed yearly threshold. Serve as a resource to division staff/management researching and analyzing personnel-related issues and independently developing recommendations to address concerns. Work directly with Personnel Specialist to resolve issues with benefits, pay, leave, etc. Consistently review current procedures and make recommendations to streamline and achieve greater operational efficiency and effectiveness. Make recommendations to management on various internal policies.
10% - E	Serve as the Records Retention Schedule Coordinator for the Division. Maintain, review, and analyze Division's Record Retention Schedule (RRS) to ensure that the records are retained, preserved, and disposed of in accordance with division operations and State requirements. Works with staff to establish internal protocols for maintaining records and network drives to support ongoing hybrid in-person, remote work environment.
5% - M	Provide administrative support and backup to other analysts within the administrative team in areas such as procurement, contracts, facilities, fleet, form management, Standard Process, etc. Attend weekly team meetings, ASD/FSD Division Liaison meetings, monthly management meetings, conferences, and all required and necessary training. Perform special projects and other ad hoc assignments. May be requested to serve as Point of Contact in the absence of the supervisor.