



Job Description Duty Statement

Classification: Staff Services Analyst

Working Title: Compliance Support Analyst

Position Number: 358-231-5157-004

Division/Unit: Human Resources Division Personnel Services

Assigned Headquarters: Head Quarters - 700 N. 10th Street. Sacramento, CA 95811

Position Eligible for Telework: Yes, this position currently has two assigned in office days, subject to change.

Job Description Summary

Under the supervision of Compliance Management (SSM I, SSM II), the Compliance Analyst will conduct internal compliance audits on Lottery Position Control Database, Organizational Charts, Telework data, and other Human Resources related content. This position will be responsible for compiling and reporting out on overtime, hours worked, employee movement and position vacancies along with other Human Resources related content. This job will require frequent work with the State Controller's Office (SCO) system, Management Information Retrieval System (MIRS), ServiceNow, SharePoint, and other various platforms. This job will require frequent work with sensitive, confidential, and proprietary Lottery information that will need to be handled confidentially. This role has frequent report due dates with accurate, detailed, error free writing needed and will work with all levels of Stakeholders at Lottery. This position is a customer service-oriented position necessitating speaking, writing, and communicating with all Lottery Stakeholders including external customers.

Job Description

40% (Essential) – Prepare and distribute monthly reports, with an emphasis on verifying time worked and appropriate wages paid to each employee, by extracting pay data through all available time records. This position is responsible for updating, reconciling, and auditing accuracy of all Lottery positions, including updating and distributing the Organizational Chart monthly. Responsible for assignments related to internal and external compliance audits by conducting research and analyzing, gathering data, and reporting out on all Human Resources related information requests. Prepare correspondence regarding statuses and recommendations on the findings as compared to the governing regulations and policy.

30% (Essential) – Act as a Management Information Retrieval System Coordinator for the Human Resources Division. Create reports that will assist in compliance audits, i.e., payment reports, overtime usage, leave usage, deduction reports. Provide custom reports to other areas of California State Lottery as needed, i.e. Finance Division, Equal Employment Opportunity (EEO) Office, Legal.



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Assist in developing and oversee implementation of procedures for position control and other HRD special projects. Reconcile and resolve issues relating to the department's positions; and resolve position /discrepancies with SCO and the Finance Division/Budgets. Prepare and submit documents to SCO such as establishing new positions and the annual payroll header. Represent HRD at meetings and conferences. Develop and present training on compliance subjects/findings as required. Prepare Std 607's for the State Controller and verify the correct processing through position reports. Special projects as assigned.

20% (Essential) – Audit and reconciliation of data in Lottery internal systems such as ServiceNow and SharePoint. Draft Compliance processes and procedures for consistent unit operations.

10% (Marginal) – Miscellaneous Lottery related projects and other work as needed.

Scope and Impact

- a. Consequence of Error: Failure to use good judgment performing the essential functions of this position may result in financial impact in the Lottery's mission of providing supplemental funding to California schools.
- b. Administrative Responsibility: The Staff Services Analyst is expected to help provide recommendations and resources pertaining to Civil Service employees at the Lottery.
- c. Supervision Exercised and Received: The Staff Services Analyst receives direction from the Compliance Staff Services Manager I and II. No supervision exercised.
- d. Personal Contacts: The Staff Services Analyst has weekly contact with departmental management and staff, control agency representative, and other state agency personnel as well as Lottery Stakeholders at all levels.

Physical and Environmental Demands

Minimal lifting related to files and boxes of material.

Working Conditions and Requirements

This position is eligible for remote-based telework, however there will be times when this position will be required to report in person to a Lottery facility. Use of computer, phone, copier, and other standard office equipment during the workday. Most work can be performed seated or standing at an assigned workstation.

- a. Schedule: Core hours between 8:00am-5:00pm
- b. Travel: Possible to and from required trainings
- c. Other: This is a hybrid remote centered position



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Effective Date:

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

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date