



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	Month, Day, Year
UNIT		POSITION NUMBER	300-XXX-4872-921
CLASSIFICATION	Graduate Student Assistant		

SCOPE

During the summer, under the close supervision and in a trainee capacity of an experienced fiscal and policy analyst, the Graduate Student Assistant will gain on-the-job training that integrates education, career development, and public service. Please refer to the attached project description for additional details regarding your summer project assignment and responsibilities.

This position requires the ability to follow instructions and work under pressure to meet deadlines.

The incumbent is required to demonstrate tact and good judgment; communicate effectively; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; work as part of a team; and maintain regular, consistent and predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

40%	Graduate Student Assistants will independently gather, evaluate and analyze information on an assigned project; perform analysis on a policy issue and apply the policy analytical techniques learned in their graduate programs to a practical issue facing the State of California.
25%	Graduate Student Assistants will observe professional staff in action, attend staff meetings, lectures, or other unit activities, and attend hearings and other proceedings as appropriate.
15%	Graduate Student Assistants will work with program analysts on bill analyses.
10%	Graduate Student Assistants will interact and network with fellow interns, mentors, and other program experts throughout the via brown bags, shared site visits, and other events throughout the duration of the internship.
10%	Graduate Student Assistants will complete a deliverable such as a formal presentation, issue paper, or an internal memo describing the analysis including findings and recommendations.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- General concepts and principles involved in the departmental assignment.

The incumbent is required to possess the following skills and abilities:

- Reason logically
- Establish and maintain effective working relationships.
- Draw sound conclusions and make appropriate recommendations.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
---------------------------	--	-------------	--

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
------------------------	--	--	--

SUPERVISOR SIGNATURE		DATE	
-----------------------------	--	-------------	--

PROGRAM BUDGET MANAGER (PBM) NAME			
--	--	--	--

PBM SIGNATURE		DATE	
----------------------	--	-------------	--