

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Data and Reporting Analyst		
PROGRAM NAME Division of Apprenticeship Standards			UNIT NAME Administrative Unit	
ASSIGNED SPECIFIC LOCATION 1515 Clay St. Ste 1902, Oakland, CA, 94612			POSITION NUMBER 400- 701-5393-XXX	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Staff Services Manager I (SSMI) of the DAS Administrative Unit, the Associate Governmental Program Analyst (AGPA) serves as the primary database liaison and as the primary point of contact for public records act requests, managing these requests with both efficiency and precision. This role encompasses not only the effective retrieval and dissemination of information but also the critical task of producing detailed and accurate data for reporting. By collaborating with relevant stakeholders, the analyst ensures seamless data integration and reporting while strictly adhering to all regulatory and policy requirements.

Additionally, the AGPA is committed to upholding accessibility standards by rigorously reviewing and adapting documents to meet established guidelines. This includes ensuring that all documents produced but the division for public viewing comply with accessibility standards set by the State and Americans with Disabilities Act (ADA), that the content is easily navigable and comprehensible for individuals with diverse needs, thereby fostering inclusivity and ensuring compliance with accessibility regulations.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	The Associate Governmental Program Analyst manages and maintains critical agency databases, including CalPlan demographics, apprentice program statistics, agency collected and monitored statistics, and any data essential for official reporting purposes. The responsibilities encompass overseeing staff permissions and user accounts as well as acting as a liaison with Information Systems staff for the creation, modification, and maintenance of the division's databases. The Analyst conducts rigorous testing of modifications, including adjustments and enhancements, ensuring optimal database performance. Additionally, the Analyst monitors usage, gathers feedback, and observes database interactions to determine necessary modifications. When needed, the Analyst provides assistance to staff for database accessibility and data retrieval.
25%	The AGPA will serve as the main point for the agency's Public Records Act Requests. This involves conducting thorough research and disclosure of requested public records, unless a specific exemption from disclosure applies. The Analyst is responsible for facilitating a reasonable search for responsive records and, if necessary, assisting requesters in narrowing the scope of their requests. The Analyst corresponds with

DUTY STATEMENT



<p>25%</p>	<p>internal and external staff through email and phone, ensuring each records request is tracked and processed within the required legal and agency policy timeframes. Timely preparation and delivery of written responses during the allotted time, and the Analyst efficiently manages and prioritizes all records requests.</p> <p>The Analyst ensures that all documents produced by the division for public viewing comply with accessibility standards set by the State and Americans with Disabilities Act (ADA). This includes documents posted online, such as Adobe PDF files, Microsoft Word documents, and Microsoft PowerPoint presentations. The analyst will also provide support to make documents accessible to individuals whose primary language is not English.</p>
<p>10%</p>	<p>The incumbent will be responsible for assisting in the process of the of collection training contributions. Assist in receiving funds and matching check records with the Apprenticeship Training Contribution Fund managed by the Division of Apprenticeship Standards (DAS). The incumbent will conduct meticulous electronic database record-keeping and coordination to ensure accurate processing of contributions.</p>
<p>Percentage of Time Spent</p>	<p>Marginal Job Functions</p>
<p>5%</p>	<p>Perform other related duties that are reasonably within the scope of this classification, as required.</p>

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent and regular attendance at such level as is determined at the Department's sole discretion; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the department are necessary to meet its business needs.

Supervision Received

The Associate Governmental Program Analyst (AGPA) reports directly to and receives assignments from the Staff Services Manager I; however, direction and assignments may also come from the Staff Services Manager II, Assistant Chief and Chief of the Division.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works 40 hours per week. Duties are primarily performed in an air-conditioned,

DUTY STATEMENT



multiple floor building with elevator access, cubicle with natural and artificial lighting. Majority of time will be in the DAS Headquarters or other DAS district office as needed. May be required to work from home if provided with proper office equipment. The incumbent is required to work extensively on the computer as necessary for email communication, data analysis, and other purposes.

Special Requirements/Other Information

Occasional In-State travel: day trips/overnight stay (driving and air travel) to collaborate with staff to complete work assignments and attend DAS meetings and conferences statewide.

Physical Abilities

Ability to move and transport office items in a safe manner. Requires frequent use of a computer and cell phone.

Additional Requirements/Expectations

The incumbent must work in a professional manner and establish cooperative working relationships with others. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments. The incumbent must demonstrate the ability to use the internet, email, desktop applications and software to complete assignments.

Personal Contacts

The incumbent has daily contact with other staff in other DIR Division/Units, and some contact with members of the public.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

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 with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date



DUTY STATEMENT



HUMAN RESOURCES OFFICE APPROVAL

S.S.
C&P Analyst Initials

1.7.25
Approval Date