

**DUTY STATEMENT**

(07/14)

*Shaded area for Personnel Office use only*Effective Date:  
**01/2025**

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-035
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-035

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.**

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager I, the incumbent performs a variety of analytical, administrative, technical, and secretarial tasks for the Coastal Conservancy, acting independently and taking appropriate action on matters relating to the overall operations of the agency.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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45%

**ESSENTIAL FUNCTIONS**

*In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.*

**Facilities Operations:** Liaison with DGS building office to report/follow up on issues that arise in the office. Submit maintenance requests to DGS using MAXIMO or other avenues as required. Attend monthly DGS Tenants meeting, raise departmental concerns and report back to management and staff. Participate in the quarterly e-waste program.

**Safety/Security Officer:** Responsible for maintenance update and distribution of SCC safety/emergency procedures and State building emergency procedures. Send out building notifications through phone, email, or WhatsApp when required. Ensure Emergency Search and other Monitor positions are filled and arrange for dissemination of information to staff and building emergency information. Coordinate internal emergency planning, training, and drills within State building, ensuring that employee monitors and searchers are informed and aware of their duties. Purchase & restock items for safety such as water, emergency rations/bars, batteries, flashlights, trash bags, bandages/first aid supplies, defibrillator, and miscellaneous supplies. Attend DGS building safety meetings and report back with updates and summaries.

**Business Services Analyst:** Maintain inventory of SCC assets and equipment. Set up and/or deactivate staff key card for building access. Assist with the mailing out of equipment to remote staff when necessary. Take part in the employee separation activities which may include notifying staff to save important folders in the appropriate share drive, collect key card, and coordinate retrieval and checking of telework equipment using the Equipment Check Out Form, notify IT when Microsoft Accounts can be deactivated, deactivate Concur account, etc. Function in other tasks related to SCC business services as necessary. May be required to work onsite for more than the required in-office days established by the department due to Business Services needs including employee onboarding.

**Communications Representative:** Maintain/update the office phone list and send out to all staff when changes/updates are made.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Jamshed Samadi	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/03)

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40%	<p><b>ESSENTIAL FUNCTIONS (CONTINUED)</b></p> <p><b>Back up for Board Meetings and Board Book Preparation:</b> Provide back up to Board Clerk in preparation and management of the SCC and SF Bay Restoration Authority Board book schedule and process. Board meeting preparation includes securing, organizing, and setting up venues at locations throughout Coastal California, the San Francisco Bay Area, and in Sacramento. Organize and update the schedule for each meeting preparation, including preparation of staff reports. Check links for SCC and San Francisco Bay Restoration Authority Board agendas and other documents as required. Prepare and coordinate the Board meeting materials including agendas and post-meeting minutes. Manage web posting and emails to stakeholder lists. Communicate and coordinate with Board Members regarding meeting attendance and travel needs. Coordinate, provide guidance, consultations, analyze, and recommendation to program managers, supervisors and project staff regarding pre-Board meeting project tour set up, overnight accommodations, and transportation coordination. Coordinate with IT staff on the provision of technical support for board meetings. Travel to and attend meetings, call roll, and independently prepare (write) meetings votes, agenda items and minutes. Address requests for accommodation to enable people with disabilities to participate. Attend all Board meetings to assist with various technical or administrative aspects of hybrid meetings.</p> <p><b>Records Retention &amp; Management Coordinator/Forms Management Representative:</b> Determine appropriate retention periods for various kinds of agency records per SAM requirements and assist staff in set-up and maintenance of record retention schedules. Set-up movement of files to Iron Mountain. Maintain master listing of boxes at Iron Mountain. Arrange for requests to add boxes, retrieve boxes, and return boxes to storage and to coordinate destruction of boxes as needed in accordance with Records Retention Schedule. Implement Records Management including Departmental storage, Iron Mountain Storage, Vital Records Storage, and Records destruction. Submit any reports due, including completing the biennial State Records Management Act Compliance Survey, to satisfy the requirement of biennial reporting under Government Code Section 12272 AB469 (2019). Liaison with DGS Records Retention Center. Attend training necessary to serve as the Records Retention Coordinator. ORIM coordinator.</p> <p><b>Telework Coordinator:</b> Retain approved Telework Agreement forms for each employee. Review Telework Agreements for compliance with telework program. Serve as primary point of contact for employees who have questions or concerns about the telework program. Develop or assist with departmental policy, guidelines, and implementation. Serve as an advisor for department leadership regarding telework. Serve as a resource for supervisors with telework issues and concerns. Assist with completion and reporting of metrics to ascertain effectiveness of telework program. Serve as a point of contact for the Department of General Services regarding telework program and its effectiveness and attends all trainings/meetings related to the telework program.</p>



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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during work.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Able to prepare replies to difficult and complicated correspondence, including letters for signature by superiors.</li> <li>• Able to write, edit and advise service to other Coastal Conservancy senior staff members.</li> <li>• Proficiency with MS Office (Word, Excel, Power Point and Outlook) and WordPress.</li> <li>• Communicate well verbally and written formats.</li> <li>• Pay attention to details.</li> <li>• Regular and predictable attendance.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Willingness as a learner to do routine or detailed work to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness/ability to accept increasing responsibility.</p> <p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Position is in a high-rise building (Oakland, CA Headquarters)</li> <li>• Work on a computer up to 8 hours per day, Monday through Friday.</li> <li>• The Conservancy has a telework policy for Headquarter (HQ) employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed.</li> <li>• A computer for telework use for both HQ and permanently remote staff can be provided if needed.</li> <li>• Ability to lift up to 15 pounds.</li> <li>• May need to work around water or ambulate on uneven and/or slippery surfaces.</li> <li>• May need to stoop, bend, reach, lift, twist, turn, kneel, squat, grasp, or lift-up to 15 pounds.</li> <li>• Work activities may require working in confrontational situations with project partners, grantees, or members of the public.</li> <li>• Work hours may be varied; may require overtime.</li> <li>• May require an employee to work in adversarial situations.</li> <li>• Attend and participate in meetings.</li> <li>• Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.</li> </ul> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p>

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	<p><b><u>Reading:</u></b> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p><b><u>Writing:</u></b> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p><b><u>Mathematics:</u></b> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><b><u>Organizing and planning:</u></b> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><b><u>Using social skills:</u></b> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><b><u>Adaptability:</u></b> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><b><u>Working in teams:</u></b> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><b><u>Self and career development:</u></b> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><b><u>Listening:</u></b> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><b><u>Speaking:</u></b> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><b><u>Using information and communications technology:</u></b> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><b><u>Gathering and analyzing information:</u></b> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><b><u>Analyzing and solving problems:</u></b> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><b><u>Making decisions and judgments:</u></b> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>