



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Associate Governmental Program Analyst

Working Title: Division Liaison

Position Number: 535-200-5393-804

Division/Branch or Office: Administrative and Financial Management Services Division /
Administrative Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: March 25, 2025

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Director of the Administrative and Financial Management Services Division, the incumbent is a customer focused innovator and independent problem solver and serves a staff lead performing a variety of technical and analytical staff work and consultative services for management and staff within the Administrative Services Division. The incumbent, as the Administrative Liaison, is an intermediary and lead for administrative staff on financial, human resources, business services, training and information technology matters; participates in and leads interdivisional projects as a team member and project lead; acts as lead on assigned projects; serves as a representative on task forces, committees, working groups and teams; serves as the personnel analyst for the division.

Essential Duties

- 35% Represent the Administrative and Financial Management Services Division (ASD), preparing and/or reviewing, analyzing, and making recommendations on Requests for Personnel Action (RPA) to administrative management; ensure that requests comply with applicable allocation standards, policies, laws, rules and procedures; consult with management to provide alternatives and recommendations for resolution of classification issues, and maintain classification files in accordance with the CalHR delegation agreement. Provide technical advice to management and employees on personnel management issues; interpret policies, procedures, laws, rules, and standards; prepare organization charts; develop and recommend personnel policies and procedures.
- 25% Represent the ASD with all administrative liaison functions, including procurement,

organization charts, training, space management and telecommunication issues. Incumbent also serves as the Division's IT representative for all IT related updates and participates in test groups when new functionality is planned.

- 15% Coordinate the preparation and submission of the Commission's out of state travel blanket; serve as liaison between control agencies and the Commission; coordinates processing and approval of the out-of-state travel blanket, and prepares out of state travel ad hoc reports as requested; advises Commission staff on issues related to the out-of-state travel blanket.
- 15% Serve as Cal-Card coordinator for the Commission. Responsibilities include managing the Cal-Card contract through the Department of General Services; setting up new cardholder accounts and discontinuing cards when employees separate or leave their purchasing position; reviewing and approving monthly statements ensuring all back up documentation matches invoices and cardholder statements are submitted by monthly deadline. Ensures compliance with all applicable Cal-card rules, policies, and procedures.
- 5% Serve as Student coordinator for the ASD. Assist managers and supervisors with recruiting and hiring students, determine appropriate salary levels for students, and provide orientation for new students.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

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 both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.



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Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's 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 and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Damien Mimnaugh

Supervisor's Signature: _____ **Date:** _____



State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Staff Services Analyst (General)

Working Title: Division Liaison

Position Number: 535-200-5157-804

Division/Branch or Office: Administrative and Financial Management Services Division /
Administrative Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: March 25, 2025

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the supervision of the Director of the Administrative and Financial Management Services Division, the incumbent is a customer focused innovator and problem solver performing a variety of technical and analytical staff work and consultative services for management and staff within the Administrative Services Division. The incumbent, as the Administrative Liaison, is an intermediary for administrative staff on financial, human resources, business services, training and information technology matters; participates in interdivisional projects as a team member; acts with assistance from the Director as the main contact on assigned projects and services as a representative on task forces, committees, working groups and teams, and serves as the personnel analyst for the division.

Essential Duties

- 35% With clear direction, represents the Administrative and Financial Management Services Division (ASD), preparing and/or reviewing, analyzing, and making recommendations on Requests for Personnel Action (RPA) to administrative management; ensure requests comply with applicable allocation standards, policies, laws, rules and procedures; consult with management to provide alternatives and recommendations for resolution of classification issues, and maintain classification files in accordance with the CalHR delegation agreement. Provide technical advice to management and employees on personnel management issues; interpret policies, procedures laws, rules, and standards; prepare organization charts; develop and recommend personnel policies and procedures.
- 25% With some assistance, represents the ASD with all administrative liaison functions, including procurement, organization charts, training, space management and telecommunication issues. Incumbent also serves as the Division's IT representative for all IT related updates

and participates in test groups when new functionality is planned.

- 15% Assist with coordinating the preparation and submission of the Commission's out of state travel blanket with supervision; serve as liaison between control agencies and the Commission; assist with coordination of processing and approving out-of-state travel blanket and assist with preparing out of state travel ad hoc reports as requested; advises Commission staff on issues related to the out-of-state travel blanket.
- 15% Serves as Cal-Card coordinator for the Commission with supervision. Assists with managing the Cal-Card contract through the Department of General Services; setting up new cardholder accounts and discontinuing cards when employees separate or leave their purchasing position; review and approve monthly statements ensuring all back up documentation matches invoices and cardholder statements are submitted by monthly deadline. Ensures compliance with all applicable Cal-card rules, policies, and procedures.
- 5% Serve as Student coordinator for the ASD with supervision. Assist managers and supervisors with recruiting and hiring students, determine appropriate salary levels for students, and provide orientation for new students.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

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.

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 the course of work.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

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Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's 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 and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): Damien Mimnaugh

Supervisor's Signature: _____ **Date:** _____