



## Duty Statement

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Office of Historic Preservation	Staff Services Analyst	549-084-5157-003
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Headquarters	Staff Services Analyst	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Administrative Support Services	Sacramento	Vacant
<b>STATE HOUSING (Check if applicable)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> State Housing may be required.		Staff Services Manager I
<b>POSITION DESCRIPTION</b>		
<p>Under the direct supervision of the Administrative Support Unit Chief (SSM I), the incumbent independently performs a variety of complex administrative responsibilities for the following programs: Section 106 of the National Historic Preservation Act, Section 5024 of the California Public Resources Code, Local Government and Certified Local Government, Federal and State Historic Tax Credit, Registration, and the Information Management Unit. The incumbent will also be performing administrative duties supporting information and data management related to the programs. This role involves supporting administrative operations that overlap into various programs within the Office of Historic Preservation. This position reports to Downtown Sacramento.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<p>Maintains electronic files for all reviews submitted to the office by federal and state agencies. Enters information and maintains database about these submissions. Routes submissions to staff based on agency assignments. Logs out response letters for reviewers upon request. Ensures response letters are made part of the Electronic Chron file. Prepares letters as authorized by Review leads. Prepares mailing labels for reviewers as requested. Maintain and organize electronic files and databases related to program reviews and agency submissions. Analyzes OHP's web-based communications for effectiveness and assists with surveys of web and social media site users to ensure information is relevant and useful. Oversees all aspects of the document accessibility remediation program for the office to ensure our website and all posted documents meet current accessibility standards.</p>	
<b>20%</b>	<p>Maintains electronic files of agreement documents and ensures they are linked to the appropriate projects in the office's database and workload tracking program. Locates agreement documents and response letters upon request for staff, managers, agencies and the public when appropriate. Provides monthly submittal and response reports for Agencies that request them. Assist in coordinating outreach activities and events to enhance community engagement and program visibility.</p>	
<b>25%</b>	<p>The incumbent under the direction of the Information Management Unit data manager will aid in the digitizing of cultural resource reports, maintaining OHP's database inventory, and assisting with record retrieval. Additional duties include supporting regional Information Centers, database-related tasks, filing, note-taking, document handling, data entry, and working with GIS shape files.</p>	
<b>10%</b>	<p>Provide clerical support such as typing, photocopying, faxing, maintaining reviewer lists, arranging travel, and coordinating schedules. Assist with front desk duties, including answering calls, managing mail, and supporting visitors. Generate monthly reports and maintain document tracking systems. Ensure compliance with document accessibility and retention policies. Serve as backup for the executive secretary and receptionist tasks when needed.</p>	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	



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<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS:</b>		
Office environment. The incumbent would work in a climate-controlled office under artificial lighting and be required to sit for long periods using a keyboard and video display terminal.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-remote centered		
<b>SPECIAL REQUIREMENTS:</b>		
NONE		
<p>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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN 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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>