

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA 14 CAC

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-
14 CAC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY CALIFORNIA ARTS COUNCIL	POSITION NUMBER (Agency - Unit - Class - Serial) 352-120-5157-XXX
2. UNIT NAME AND CITY LOCATED ADMINISTRATION, SACRAMENTO	3. CLASS TITLE STAFF SERVICES ANALYST
4. WORKING DAYS AND WORKING HOURS Monday-Friday 8:00AM-5:00PM	5. SPECIFIC LOCATION ASSIGNED TO SACRAMENTO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

AS A VALUED MEMBER OF THE CALIFORNIA ARTS COUNCIL TEAM, YOU WILL BE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. CREATIVITY AND PRODUCTIVITY WILL BE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS
Under the supervision of the Director of California Arts Council, the Staff Services Analyst serves as the California Arts Council member support liaison and provides administrative and technical support to Executive staff and the Public Information Officer. The incumbent is responsible for relieving the Deputy Director of administrative activities as necessary, and for carrying out assignments on their own initiative without detailed instructions.

9.% 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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ESSENTIAL FUNCTIONS

25% In order to serve as the California Arts Council member liaison, the incumbent:

- Plans and prepares hotel and transportation for council members in Concur.
- Generates and processes timesheets and travel expense claims per CAC and SAM guidelines.
- Provides support with scheduling of Council meetings and associated teleconferences.
- Gathers, prepares, and analyzes reports, data, memoranda, and other materials supplied by CAC staff for Council member review, and provides editorial oversight.
- Coordinates the assembly and delivery of Council meeting packets. Create requests for the ordering of necessary supplies and materials relating the meeting packets.
- Drafts, prepares and timely posts Council meeting agendas and minutes on public website in conjunction with CAC policies and procedures and the Bagley-Keen Open Meeting Act.
- Independently performs research and planning for accommodation of meeting rooms for Council members and other interested parties, coordinates setup and audio/visual arrangements.
- Transcribes council meeting minutes for subsequent council meeting review and action.
- Prepares, maintains, and updates the Council Member Handbook, confidential council roster, and council meeting archives. Responsible for distribution of Council Member Handbooks to new Council members.

25% In order to provide the Executive leadership with administrative services, working frequently under strict deadlines, the incumbent:

- Independently manages conference registration, travel advances, excess lodging requests, and travel expense claim forms for CAC professionals by creating a tracking system to ensure timely delivery to all parties. Responsible for booking travel arrangements in Concur.
- Creates, tracks, and manages schedules and calendars for all meetings, appointments and speaking engagements.
- Serves as the agency's filing officer for Fair Political Practices Commission (attend FPPC filing officer training, notify filers of requirements and deadlines, collect and log Form 700 notifications, track staff and council member compliance via electronic files, etc.). Independently manage the responsibilities outlined in the Handbook for State Agency Filing Officials and Filing Officer; review the agency Conflict of Interest Code list of designated positions and filing categories every two years for accuracy; revise the Conflict of Interest Code to accurately reflect the agency positions and disclosure categories. Conducts new staff orientation, create and monitor system to track mandatory staff training.
- Independently reviews, analyzes, and responds to Freedom of Information Act requests via email or postal mail.
- Serves as lead coordinator of Out-Of-State travel blanket request. Research, collect, evaluate, and analyze staff requests to present to the Deputy Director for approval.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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% of time performing duties	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. (Use additional sheet if necessary)
20%	<p>In order to carry out the CAC strategic plan in maximizing communication statewide, the incumbent collaborates with the Public Information Officer II in building social media administration and content development.</p> <ul style="list-style-type: none"> • Provides strategic input in CAC's social media system to promote CAC and inform the field of critical information through the CAC's website, Twitter account and Facebook account, and updating them on a regular basis. • Performs research analysis, gathers documentation and data, and evaluates pertinent facts in order to monitor and accurately respond to public comments in a professional manner.
15%	<p>Serves as the agency's Human Resource analyst and liaison with Department of General Services.</p> <ul style="list-style-type: none"> • Prepares various personnel documents (e.g., Request for Personnel Action (RPA), Job Opportunity Bulletins (JOB), duty statements, key position descriptions, organizational charts, vacancy reports, position justifications, etc.) evaluating compliance with current guidelines, and submitting these personnel documents for required approvals. • Analyzes the requested personnel action for accurate position number, appropriate classification and allocation within the organizational structure using the SPB Job Specifications. • Consults with DGS Office of Human Resources and researches recruitment alternatives/restrictions and other issues regarding hiring freezes, SROA/Surplus lists and difficult to recruit classifications and locations. Recommends best option to CAC management. • Advises and works closely with the hiring manager to develop justification for the RPAs by gathering relevant information, reviewing classification specifications, and using the DGS Personnel Operations Manual. • Reviews employment applications and verifies applicants' eligibility with OHR's Classification and Pay analyst. Ensures completeness of package in accordance with JOB requirements. • Coordinates with the DGS Exams unit to determine OAH's exam needs for future recruitments each fiscal year. On an ongoing basis, considers current and projected vacancies, recruitment issues, list/appointment expiration dates, and promotional candidate groups.
10%	<p>In order to provide mistake free distribution of all media information, incumbent provides proofreading and copy editing by performing the following:</p> <ul style="list-style-type: none"> • Collaborates with professional level staff to ensure content accuracy of agency materials intended for public distribution, including the agency e-newsletter, program guidelines, Annual Report, blog, magazine articles, website content and event programs.
5%	<p>MARGINAL FUNCTIONS</p> <p>May act as facilities manager for statewide arts conference. May photograph and/or live-tweet agency events. Serves as the back-up receptionist.</p>

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RPA 14 CAC**KNOWLEDGE 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; gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS

- Ability to organize thoughts clearly and develop effective oral presentations.
- Ability to rewrite/simplify bureaucratic language.
- Experience in proofreading and copy editing.
- Ability to work in a fast-paced environment with ever-changing priorities.
- Effective time management skills and the ability to manage multiple tasks.
- Strong interpersonal skills and the ability to work independently and as part of a team.
- Ability to travel as needed.
- Interest in emerging technology, social media platforms.
- Tact; speak and write effectively; spot and correct typographical, spelling, grammar and syntax errors in written materials.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Occasional travel required, mostly within the state of California.
- Collegial and professional environment in standard office configuration of exterior executive offices and interior cubicles.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order 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 and ability to accept increasing responsibility.