

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

**003-CCSWG**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> California Commission on the Status of Women and Girls (CCSWG)	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Sacramento	3. <b>CLASS TITLE</b> Staff Services Analyst
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. – 5:00 p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Headquarters, 900 N Street, Suite 390, Sacramento
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 329-001-5157-003

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

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

Under the supervision of the CCSWG Executive Director (ED), the Staff Services Analyst provides public information, public outreach, and Commission website analysis in support of the Commission's services. Responsible for adhering to quick time frames and performing the required analytical duties for the Commission.

9. Percentage of time performing duties

40%

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. *(Use additional sheet if necessary)***Public Information**

- Communicates the Commission's mission, objectives, policies and accomplishments to the general public and stakeholders.
- Develops public notices and press releases to communicate to the public information on upcoming Commission meetings, hearings, events, and report releases, using advanced writing and computer skills, and in accordance with instructions and direction from the Executive Director.
- Researches, responds to, and/or disseminates information to public questions and inquiries as it pertains to the Commission.
- Develops and maintains report on incoming public comments for Commission review.
- Researches, develops, and maintains report on public meeting laws to ensure compliance.
- Develops and maintains meeting agendas to ensure completion of Commission priorities and resolutions on tasks assigned.
- Researches and recommends resolutions, editorials, and commentary on critical and/or sensitive issues such as Commission proposals, policy priorities, programs, or presentations. Provides assistance to other staff and/or Commissioners in writing resolutions, editorials, and commentary.

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

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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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	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>• Develops and manages the Commission's email and social media accounts such as Facebook, Twitter, LinkedIn, YouTube, to ensure transparency and accuracy.</li> <li>• Responsible for listserv and other external communication postings. Maintains the Commission's Website and CCSWG listserv mail box and responds to any inquires or issues related to the web.</li> <li>• Serves as Language Access Coordinator to ensure website is in compliance with American Disability Act and language access rules.</li> <li>• Provides analytical support on special projects related to information technology needs, privacy policies, virus protection, and any other information security needs.</li> <li>• Coordinates the gathering and analyzing of requirements to develop new/modified web pages for publishing to CCSWG home page, internal pages and the development of new webpages, images and posting; implements the necessary requirements for programming and publishing as requested and approved by the Executive Director.</li> <li>• Maintains an understanding of web content development practices, technologies, issues and standards by reading web articles, attending free web seminars, communicating with the data center. Assists internal staff on how to configure documents for posting.</li> <li>• Responsible for the coordinating of file transfer protocol of files to external servers for any necessary files for secure file transfers. Performs all troubleshooting of web issues and documents all identified issues with service requests.</li> <li>• Maintains consistency with the look and feel of the Governor's web format by using standard web pages and templates provided by the Office of the Chief Information Officer (OCIO). Complies with the State and the department's procedures regarding the processing of all web requests, posting of Agency Memos, Special Alerts, and other website content</li> </ul> <p><b>KNOWLEDGE, SKILLS 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; 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; gain and maintain the confidence and cooperation of those contacted during the course of work.</p>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Demonstrate experience analyzing situations and adopting effective courses of action.</li> <li>• Demonstrate experience analyzing and interpreting laws, rules, and regulations.</li> <li>• Demonstrate ability to maintain confidentiality of sensitive personnel related work.</li> <li>• Demonstrate experience providing quality customer service.</li> <li>• Demonstrate excellent organizational skills.</li> <li>• Demonstrate focused attention to detail and follow-through.</li> <li>• Demonstrate ability to effectively manage multiple projects and priorities.</li> <li>• Possess knowledge of State policies, rules, laws and procedures and ability to adapt to changing policies and program priorities.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Possess excellent oral and written communication skills.</li> <li>• Possess ability to work cooperatively with others or independently.</li> <li>• Receive and follow verbal/written direction from supervisors.</li> <li>• Demonstrate positive attitude, open-mindedness, flexibility and tact.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to perform efficiently and effectively under deadlines and pressure.</li> <li>• Wear business dress in accordance to office environment.</li> <li>• Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.</li> <li>• Demonstrate ability to multi-task with changing priorities.</li> </ul>