STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

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- **11331-DSA**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED HQ Communications & Outreach Unit - Sacramento	CLASS TITLE Associate Governmental Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 Q Street, Suite 5100
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 719-599-5393-720

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Staff Services Manager I in Communications and Outreach Unit, with a leadership role in the creation and distribution of policy documents for the organization; the incumbent is responsible for a wide variety of communications and policy duties: communications with stakeholders, the public, media, and throughout DSA; complex legislative and fiscal analyses related to the DSA programs; researching and preparing legislative proposals, amendments, and position papers on proposed or pending legislation; writing, reviewing and editing regulatory code change packages and a variety of reports and manuals, and executive level business correspondence.

% 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)*
30%	**ESSENTIAL FUNCTIONS** The Department of General Services' (DGS) Core Values and Employee Expectations are keys to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the DGS and SAM Manuals, the Governor's Executive Orders, DGS Management Memos and Administrative Orders, the DSA Strategic Plan, DSA policies, procedures and the guidance of the DSA headquarters office In order to provide better control over the look, quality and processing of policy documents and forms at DSA, incumbent leads document control functions for the development of such documents at DSA: • Reviews and analyzes proposed policies, bulletins, procedures, and regulatory interpretations and provides feedback and recommendations to management, as necessary. • Formats all documents for uniformity and consistency, and in keeping with the DGS Writing Style Guide. • Formulates procedures and policies for document development, and leads cross-functional work teams to complete document development. • Provides style and content guidance to all staff involved in developing or revising documents. Makes recommendations on administrative and program-related issues with documents in development.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Cindy Nelson		

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 balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05) **RPA-11331-DSA**

% 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)*

DUTY STATEMENT

% 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)*
25%	In order to assess the impact of existing and proposed State statutes, legislation, regulation, and policies for DSA and DGS, the incumbent: • Analyze the impact of legislative bills, regulation and policy proposals on DSA's programs and functions. • Draft detailed analyses; conduct thorough and complete research. • Prepare summary of changes, consult with subject matter experts within and outside DSA, and provide recommendations for DSA and DGS management. • Determine the fiscal impact of legislation, regulations or policies by conducting research, perform calculations and projections, and report findings to management.
20%	In order to develop and coordinate DSA internal and external communications, including but not limited to, outreach to stakeholders, the public, media, educational training and presentations, staff meetings, and routine external program presentations for the DSA staff: • Analyze existing statutes, regulations, policies, standards, and procedures to assess the opportunities for policy and procedure development. • Analyze legislation and building code changes and develop recommendations for policy changes to DSA management. • Analyze background information and create responses to inquiries from DSA clients or other external sources seeking information about DSA programs, policy and regulations. • Prepare internal and external multi-media material content for the DSA and DGS management.
20%	In order to ensure official departmental manuals, reports, correspondence and publications meet the highest quality standards, and that DSA Management is equipped with accurate and reliable information through the SSM I, the incumbent collaborates and performs the following by utilizing the above guidelines: • Research and analyze the latest trends in media/outreach, as well as information from DSA and DGS programs and recommend the most effective methods of public outreach. • Upon analyzing comprehensive position, reports, manuals, and guidelines that transmit department regulations, policies, procedures, creates thorough, clear, and concise documents and communication to be received by all stakeholders.
5%	**MARGINAL FUNCTIONS** Facilitate meetings and events with DSA administration. Participate in DSA stakeholder meetings and other public forums. Other duties as required. **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 government functions and organization; 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.

% 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)*
	DESIRABLE QUALIFICATIONS • Experience in document development. • Proficiency with personal computer and appropriate software programs and the Internet; experience using publishing software applications. • Experience in writing manuals, technical documents, and/or publications. • Experience in analyzing and interpreting laws, rules and regulations. • Ability to write in a clear and concise manner. • Experience in public speaking. • Interpretive writing; digesting, abstracting, and condensing technical reports and studies. **SPECIAL PERSONAL CHARACTERISTICS:** • Familiarity and sensitivity to the priorities, mission and goals of the Administration, Department, and Division. • Effectively manage multiple and conflicting priorities, meet mandated timelines. • Handle sensitive and confidential assignments with tact and diplomacy. • Ability to effectively handle stress. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Dress appropriately for a professional office environment. • Daily use of a personal computer and related applications and peripherals at a workstation. • Significant hours entering data on the computer may be required for some projects. • Daily use of phone, fax, copiers and general office equipment.

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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DGS OFFICE OR CLIENT AGENCY Division of the State Architect	POSITION NUMBER (Agency - Unit - Class - Serial) 718-599-5157-720
UNIT NAME AND CITY LOCATED HQ Communications & Outreach Unit - Sacramento	CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday a.m. to p.m.	SPECIFIC LOCATION ASSIGNED TO 1102 Q Street, Suite 5100
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I in Communications and Outreach Unit, the incumbent will assist full journey analysts with a wide variety of communications and policy duties: communications with stakeholders, the public, media, and throughout DSA; legislative and fiscal analyses related to the DSA programs; research and prepare legislative proposals, amendments, and position papers on proposed or pending legislation; review and edit regulatory code change packages and a variety of reports and manuals, and executive level business correspondence.

% 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)*
30%	**ESSENTIAL FUNCTIONS** The Department of General Services' (DGS) Core Values and Employee Expectations are keys to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. To ensure the proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the DGS and SAM Manuals, the Governor's Executive Orders, DGS Management Memos and Administrative Orders, the DSA Strategic Plan, DSA policies, procedures and the guidance of the DSA headquarters office In order to provide better control over the look, quality and processing of policy documents and forms at DSA, incumbent assists document control functions for the development of such documents at DSA: • Assist with the review of proposed policies, bulletins, procedures, and regulatory interpretations. • Assist with format of all documents for uniformity and consistency, and in keeping with the DGS Writing Style Guide.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Cindy Nelson		

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 balance the workload.

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

% 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)*
	• Assist cross-functional work teams to complete document development and formulate procedures and policies for document development. • Assist with providing style and content guidance to all staff involved in developing or revising documents. Assist with recommendations on administrative and program-related issues with documents in development.
30%	In order to assist in the development and coordinate DSA internal and external communications, including but not limited to, outreach to stakeholders, the public, media, educational training and presentations, staff meetings, and routine external program presentations for the DSA staff: • Analyze existing statutes, regulations, policies, standards, and procedures to assess the opportunities for policy and procedure development. • Analyze legislation and building code changes and develop recommendations for policy changes to DSA management. • Analyze background information and create responses to inquiries from DSA clients or other external sources seeking information about DSA programs, policy and regulations. • Prepare internal and external multi-media material content for the DSA and DGS management.
20%	In order to ensure official departmental manuals, reports, correspondence and publications meet the highest quality standards, and that DSA Management is equipped with accurate and reliable information through the SSM I, assist with the following by utilizing the above guidelines: • Research and analyze the latest trends in media/outreach, as well as information from DSA and DGS programs and recommend the most effective methods of public outreach. • Upon analyzing comprehensive position, reports, manuals, and guidelines that transmit department regulations, policies, procedures, creates thorough, clear, and concise documents and communication to be received by all stakeholders.
15%	In order to assist with the impact of existing and proposed State statutes, legislation, regulation, and policies for DSA and DGS: • Analyze the impact of legislative bills, regulation and policy proposals on DSA's programs and functions. • Draft detailed analyses; conduct thorough and complete research. • Prepare summary of changes, consult with subject matter experts within and outside DSA, and provide recommendations for DSA and DGS management. • Determine the fiscal impact of legislation, regulations or policies by conducting research, perform calculations and projections, and report findings to management.
5%	**MARGINAL FUNCTIONS** Assist with meetings and events with DSA administration. Participate in DSA stakeholder meetings and other public forums. Other duties as required.
	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; and gain and maintain the confidence and cooperation of those contacted during the course of work.

% 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)*
	DESIRABLE QUALIFICATIONS • Experience in document development. • Proficiency with personal computer and appropriate software programs and the Internet; experience using publishing software applications. • Experience in writing manuals, technical documents, and/or publications. • Experience in analyzing and interpreting laws, rules and regulations. • Ability to write in a clear and concise manner. • Experience in public speaking. • Interpretive writing; digesting, abstracting, and condensing technical reports and studies. **SPECIAL PERSONAL CHARACTERISTICS:** • Familiarity and sensitivity to the priorities, mission and goals of the Administration, Department, and Division. • Effectively manage multiple and conflicting priorities, meet mandated timelines. • Handle sensitive and confidential assignments with tact and diplomacy. • Ability to effectively handle stress. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Dress appropriately for a professional office environment. • Daily use of a personal computer and related applications and peripherals at a workstation. • Significant hours entering data on the computer may be required for some projects. • Daily use of phone, fax, copiers and general office equipment.