

DUTY STATEMENT

065-556-5157/5393-800

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.

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED EXECUTIVE UNIT – SACRAMENTO	CLASS TITLE Associate Government Program Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road, Suite B, Sacramento, 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-5157/5393-800

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 YOU WORK WITH YOU.

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

Under supervision of the Chief, Office of Peace Officer Selection, the incumbent performs a variety and complex administrative duties with a high degree of responsibility and confidentiality. The incumbent also serves as the Communications Coordinator for all OPOS related communications including but not limited to website content (internet and intranet), procedures, policy memorandums, legislative proposals, and recruitment and marketing materials.

% 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)
	<u>ESSENTIAL FUNCTIONS</u>
30%	Administrative Duties Maintains Chief's meeting calendar, reviews assignments and projects for grammar and accuracy. Assists the Chief with travel, meeting preparation and document management. Confers with managers on project assignment status and due dates. Develops meeting agendas, meeting minutes and other meeting materials. Prepares reports, memorandums and other documents. Maintains online filing system and assignment tracking.
30%	Communication Coordinator Leads the planning, coordination and development of reports related to the peace officer selection process. Serves as webmaster for the Office's intranet and internet web pages. Develops content, ensures accuracy and coordinates updates with the Communications Office and IT staff. Coordinates, researches and prepares responses to Governor or Legislative Controlled Correspondence, and press inquiries via the Department's Communications Office. Develops marketing and outreach materials, power point presentations, briefing documents, talking points and press releases.
10%	Coordinates and communicates with customer service staff in ensuring frequently asked questions and new information is distributed and communicated effectively via email and phone communication with candidates and other interested parties. Responds to questions from internal and external entities and interprets policy.
20%	Special Projects/Research Duties Independently conducts research and prepares analysis/recommendations to the Chief on a variety of subjects.
10%	Travels to field offices in Fresno and Rancho Cucamonga. Other duties as required.

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Media and Communications Experience • Bachelor's Degree <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to work independently. • Ability to work under short time constraints. • Ability to manage multiple projects. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment • Business dress, according to current policy • Extended periods of time in seated position • Use computer and telephone in performing work • Ability to handle stress • Confidential and sensitive environment 	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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