State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Regional Analyst	**REPORTING UNIT NUMBER:** 600	
DIVISION/BRANCH OR CENTER: Field Ops/ Region I	**LOCATION:** Sacramento	
CLASS TITLE: Associate Governmental Program Analyst	**POSITION NUMBER:** 533-600-5393-804	**EFFECTIVE DATE:** 8/25/2010

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time required) Indicate %	
	Regional Analysts play critical roles in the management and administration of the Region. They work at the direction of the Regional Deputy, but are expected to maintain high levels of efficiency and productivity with minimal supervision. While carrying out their specific duties, Regional Analysts participate in policy and procedure discussions; develop procedures and management tools, including spreadsheets, for detailed tracking and analytical purposes; analyze organization, staffing, workloads, etc. to ensure adequate resources are assigned so that tasks may be accomplished as required; provide backup staffing support to units experiencing staff vacancies; drive CCC vehicles to attend training sessions, meetings, etc.; and, assist units in resolving issues with headquarters. Specific duties, including percentages of time, are listed below. Percentages are estimates only. In addition to their assigned duties, Regional Analysts may be called upon to carry out any and all of the duties listed, including those not normally assigned to them.
25%	**PERSONNEL DUTIES** • Provides advice and consultation to the Regional Deputy and other staff regarding the hiring process and personnel practices and procedures • Oversees the hiring processes at all Center locations • Advises and consults with supervisors and lead workers on employee-related matters including performance appraisals, discipline, adverse actions, etc. • Investigates personnel performance issues and EEO issues and prepares requests for adverse action and other reports • Identifies and makes recommendations regarding job audits and classification studies • Assists Regional Deputy and Center Directors by tracking various personnel-related issues to ensure timely completion or compliance (for example, probationary reports, required training, class B licenses, etc.) • Functions as liaison with Headquarters Personnel Office for all employee performance-related matters • Fosters professional development within the Region and assists with staff professional development and training activities
20%	**ADMINISTRATIVE DUTIES** • Provides administrative support to the Regional Deputy • Processes invoices for payment, enters data into the Budget Ledger system, completes CALSTARS reconciliations, etc. for all expenses incurred by the Region office and staff • Develops and maintains Regional Organization Chart • Prepares agendas and other documents needed to support Regional meetings • Updates Region shared drive to ensure it contains correct and up-to-date materials, and to maximize its usefulness to units • Facilitates the sharing of best practices within the Region and the CCC • Solicits, collects and analyzes input for departmental policy and procedures review and implementation.

20%	**PROGRAM DEVELOPMENT DUTIES** • Coordinates, evaluates and analyzes the Regions new and ongoing partnerships, collaborations, and grant requests • Researches and prepares grant requests, program change proposals and documents related to new opportunities • Provides liaison with Center-based special programs (such as AmeriCorps), local corps, federal, state and local government agencies, and non-governmental organizations. • Provides Center-based special program directors with support and assistance as needed
15%	**OTHER DUTIES** • Responds to emergencies throughout the state • Provides backup for Fiscal Regional Analyst as needed in areas relating to the budget, including: financial analysis, managing reimbursement contract revenue, project costs and development, business services activities, fiscal displays, fiscal projections, and detailed tracking and documentation of income and expenses • May represent the Regional Deputy at internal meetings and public functions
10%	**HEALTH AND SAFETY DUTIES** • Provides oversight and monitoring of the CCC and Center Safety Programs, including IIPP, VWPP, etc. • Assists unit staff to ensure program compliance and success • Analyzes Comp Claims and injury data for patterns of concern
5%	**CM DEVELOPMENT DUTIES** • Collects and analyzes Corpsmember Development Reports to measure attainment of Department and Center requirements • Produces reports and advises Regional Deputy and unit staff regarding attainment of Department and Center CMD requirements • Conducts audits of unit CMD programs • Provides assistance and guidance to unit CMD staff • Oversees allocations of NASCC scholarships within the Region and tracks corpsmember scholarship signups
5%	**FACILITIES DUTIES** • Assists with development and monitoring of the Centers five- and ten-year Capital Outlay Plans • Conducts and/or oversees inspections and inventories of facilities to ensure requirements are met • Recommends effective action to resolve facilities discrepancies and to ensure compliance with inspections • Prepares space planning data and allocations • Assists with gathering data and writing reports related to special repairs, minor capital outlay and facility needs • Functions as Regional representative for facility inspections by agencies such as Fire Marshal, Department of General Services, Department of Health, etc. • Develops and negotiates lease agreements