

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**

**DUTY STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>
Vacant	Staff Services Analyst (General)	326-103-5157-XXX
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Pos # (if applicable)</b>
Executive Programs/ Quality Assurance and Reporting Unit	12/05/18	

**SUMMARY OF RESPONSIBILITIES**

Under the general supervision of the Staff Services Manager I in the Quality Assurance and Reporting Unit (QARU), the Staff Services Analyst (General) (SSA) will act as Custodian of Records designee, and Analyst for the QARU. Duties of the SSA include, but are not limited to, the following:

**Description of Essential Functions:**

- 55% Functions as the Custodian of Records designee for the Department responding to and processing requests for reports and documents pursuant to the Public Records Act (PRA), including record location and review, redaction of personal information and segregation of records exempt from disclosure by statute, prior to the production of reports and documents.
- 20% Maintain proper record of PRA requests in Case Management System (CMS) in compliance with Departmental procedures. Responds to a variety of inquiries from attorneys and the public on the status of PRA requests, and gives authoritative information on the procedural aspects of processing PRA requests.
- 10% Compile and analyze statistical data requested on PRA requests and prepare various reports of cases handled by the DFEH, such as monthly reports, annual reports, etc.
- 10% Responsible for submitting new public records requests in the Department's CMS. Maintain case related information in the CMS, and responsible for updating and closing PRA requests in the Department's CMS in compliance with Department's procedures.

**Marginal Functions:**

- 5% May participate in seminars and interact with various respondent and community groups. Special projects assigned by the Staff Services Manager I, Staff Services Manager II, or Deputy Director of Executive Programs.

### **Desirable Qualifications:**

- Knowledge of the California Public Records Act.
- An understanding of the legal system and judicial processes.
- Ability to read and understand statutes, including related to legal privileges and confidentiality.
- Experience with MS Word, Excel, Adobe software programs and other office methods, supplies, and equipment.
- Experience in preparing reports using Excel, summary sheets and statistical data.
- Knowledge of business English and experience preparing correspondence.
- Ability to reason logically and analyze situations to decide appropriate responses.
- Good communication and mathematical skills.
- Ability to establish and maintain effective working relationships.
- Ability to work cooperatively with attorneys and members of the public and support staff.
- Ability to prioritize work and meet deadlines.
- Ability to process a large variety and number of documents.
- Ability to speak a second language (bilingual) or American Sign Language preferred, but not required.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

### **Working Conditions:**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

**Supervision Received:**

The Staff Services Analyst (General) receives supervision from the Staff Services Manager I, Staff Services Manager II and/or the Deputy Director of Executive Programs.

**Supervision Exercised:** None

**Administrative Responsibility:**

Adhere to all applicable laws, rules, policies and procedures, including but not limited to the Department's Manuals, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, and directives from departmental management personnel.

**Personal Contacts:**

The Staff Services Analyst (General) has daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to DFEH cases, and discredit to the Department.

**Certification of the Employee:**

I have read and understand the duties as described above. I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date