

STATE OF CALIFORNIA  
**JOB DESCRIPTION**

CALIFORNIA STATE LIBRARY

**SHADED AREA FOR HUMAN RESOURCES ONLY**

	DATE 5/17/2016	H.R. APPROVAL VP
PC # 1202	POSITION NUMBER (Agency - Unit - Class - Serial) 175-401-5393-001	
BUREAU SECTION Administration – Executive	CLASS TITLE Associate Governmental Program Analyst	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT VACANT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL 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 (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the State Librarian, the Associate Governmental Program Analyst (AGPA) provides high-level confidential, executive, staff and analytical, and administrative services dealing with sensitive and complex Library issues, to the State Librarian, Deputy State Librarian, and Executive Team. The AGPA is responsible for initiating and carrying out analytical assignments without detailed instruction, making sound decisions and recommendations on program-related problems, representing the State Librarian in meetings as delegated, and for relieving the State and Deputy State Librarian of administrative details		
% 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.	
30%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Executive Projects</b>  Participates on a variety of departmental special projects and focused assignments as determined or approved by the State Librarian. Acts as project leader of multiple department-wide projects and gains the cooperation of existing team members. Identifies and analyzes issues, assesses and studies solutions, develops and evaluates alternatives; presents ideas and information effectively both orally and in writing; consults with and advises management on a wide-variety of subject matters; and acts as a meeting facilitator.</p> <p>Facilitates the communication and coordination of project work completed by high-level departmental executives. Assists in the research of high-level special projects. Conducts and reviews analytical studies and surveys, and writes concise and complex reports. Coordinates the implementation of the State Librarian's initiatives.</p>	
30%	<p><b>Support and Representation</b>  Prepares budget change proposals, Spring Finance letters for implementing legislation, regulation, or policy changes. Respond to requests for information from the State Library Budget Office, Legislative Analyst's Office and Department of Finance on behalf of the State Librarian. Performs Bureau workload assessments.</p> <p>Initiates correspondence, reports and draft memos for the State Librarian and Deputy State Librarian's signature in response to written and verbal inquiries from the Governor's Office, the Legislature, other State agencies, the California Library Association, CSL programs, and the general public. Assists Executive Team with correspondence, report preparation and general communication as needed. Reviews outgoing correspondence for compliance and consistency with departmental policy, timeliness, format and grammatical solution. Monitors implementation of strategic objectives contained in the State Library's strategic plan.</p> <p>Represents the State Librarian and participates in decision-making processes at meetings with other governmental entities and departmental employees. Presents the State Librarian's position by effectively communicating policy, directive, information, ideas, recommendations, and decisions to achieve an understanding and acceptance among departmental staff and outside agencies. Provides briefings to the State Librarian on the status of critical meetings and program issues and make recommendations based on pertinent information regarding meetings and program issues.</p>	

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20%	<p><b>Administration</b></p> <p>Acts as a point of contact in Office of State Librarian. Receives and screens sensitive phone calls and provides responses to inquiries. Is responsible for effective office operation, including identifying needs for specialized supplies and equipment. Supports work of CSL Executive Team by tracking issues of concern and preparing weekly meeting agendas. Makes all arrangements for quarterly staff meetings, including venue identification, meeting agenda preparation and coordination of meeting logistics. Tracks status of assignments made by State Librarian to staff.</p> <p>Arranges meetings with the Governor's Office, other governmental agencies, stakeholders and other interested groups. Reviews and sets meeting and travel schedule of State Librarian and prioritizes attendance and participation at business activities and events. Maintains control over interruptions to the State Librarian. Researches and prepares draft talking points for a variety of events. Coordinates roundtable meetings.</p>
15%	<p><b>Policy</b></p> <p>Gathers, researches, analyzes, and defines policy issues and makes recommendations on issues significantly important to the State Library, including the State Library Rules. Handles policy and procedural directives and communicates priorities to all Bureaus. Researches and drafts correspondence for the State Librarian pertaining to internal administrative policies and procedure conformance issues. Is responsible for maintaining all administrative policies. Collaborates with the Administrative Service Bureau to revise policies as needed. Reviews and makes recommendations on a broad spectrum of policies within the State Library's Bureaus. Drafts new policies, confers with and solicits staff input and develops options for management consideration on all internal policy matters.</p> <p>Evaluates and prepares reports, issue papers, and letters related to departmental policy or program goals and objectives and interprets departmental policy. Assists teams in the review, development, and making recommendations on policies affecting the State Library and its programs. Facilitates communication among the Bureau Chiefs and in the establishment and implementation of policies, procedures, and goals.</p>
5%	<p><b>MARGINAL FUNCTIONS:</b></p> <p>Provides back-up support to the California Library Services Board Administrative Assistant.</p>

Supervision Received

The AGPA is directly supervised by the State Librarian, but may also receive direction from the Deputy State Librarian and Administrative Services Bureau Chief (CEA A).

Supervision Exercised

The AGPA does not provide direct supervision, but may lead a group of professional staff on projects.

Administrative Responsibility

None

Personal Contacts

The AGPA will have daily contact with the State Librarian, frequent contact with the State Library Executive Staff and Bureau Chiefs on a variety of issues, and daily contact with Department and bureau staff as well as the general public which may be routine to sensitive. The AGPA may also have occasional contact with the Governor's Office Appointments Unit, Speaker of the Assembly's Office, and the Senate Rules Committee

Actions and Consequences

The AGPA shall work independently to formulate and develop analytical solutions, as well as participate as a member of the Executive Office team to coordinate the efforts of the State Library to accomplish its objectives. Failure to maintain a high level of performance, and/or diligently carry out the responsibilities of the position could jeopardize the reputation of the Department.

Functional Requirements

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with both natural and artificial light and temperature control. Daily access to and use of a personal computer and telephone (80+%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. The position requires occasional bending and stooping to retrieve files, walking (sometimes outdoors in inclement weather), and occasional light lifting (up to 20 lbs.). Incumbent is expected to travel occasionally (<1%), when necessary to attend meetings, etc.

Other Information

Incumbent must: possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSL management and client needs. The individual must have excellent organizational skills, be tactful and use good judgment when dealing with others, both inside and outside the State Library. He/she must be able to draw logical conclusions, take appropriate and effective action when responding to clients, and express ideas clearly. The individual must have the knowledge and ability to operate office equipment including fax machines, copy machines, printers, etc. The individual must have the knowledge and ability in the use of standard office software including Microsoft Word, Excel, PowerPoint, and Visio. Regular and consistent attendance is critical to successful performance in this position due to the sensitive nature of the work and inflexible deadlines.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

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