

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 8/23/17	H.R. APPROVAL VP
PC # 2161	POSITION NUMBER (Agency - Unit - Class - Serial) 175-406-5393-001		
BUREAU SECTION Administrative Services Bureau	CLASS TITLE Associate Governmental Program Analyst (AGPA)		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT		
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 general direction and guidance of the Administrative Services Bureau Chief, CEA A, the Policy and Compliance Analyst, AGPA, provides impartial advice to library management regarding the development, implementation and evaluation of departmental policies and compliance by engaging in a range of activities, including research and analysis, policy development, drafting and revision, stakeholder engagement, and program design and evaluation.			
% 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.		
45%	<p>ESSENTIAL FUNCTIONS:</p> <p>Policy</p> <p>Independently reviews, evaluates, and monitors departmental policies to determine benefit and impact. Identifies and develops and recommends solutions to situations in which the lack of written policy poses a potential risk to the department. Defines problem(s) and evaluation criteria; identifies and evaluate alternatives; and recommends, develops, and drafts departmental policies and procedures for the State Library.</p> <p>Collaborates with internal and external subject matter experts and stakeholders to review, revise and update existing policies and to develop new policies ensuring that the State Library's administrative and management practices are in accordance with the policies and procedures established under state and federal laws and departmental goals and objectives.</p> <p>Conducts independent policy research and fact-finding studies. Develops policy survey instruments and conducts surveys. Gathers, analyzes, integrates, and reports on quantitative and qualitative policy data. Formulates policy reports that synthesizes information, benefits constituents, and displays evidence. Reviews, analyzes and reports research/survey data and findings to assist executive management with long term policy development and problem solving recommendations. Creates ad hoc reports at the request of the Administrative Services Bureau Chief.</p>		
20%	Assists library programs in the development and coordination of respective policies. Liaises with stakeholders to understand and document needs, concerns and viewpoints. Assists in the analysis and evaluation (on a quantitative or qualitative basis) of the effectiveness of line program operations in meeting established goals and objectives.		
20%	<p>Compliance</p> <p>Independently performs varied and complex compliance reviews of the State Library's operations and transactions to ensure compliance with civil service, state and federal laws, rules, regulations and policies, including fiscal or managerial operations, and provides modification and/or corrective action recommendations to the Administrative Bureau Chief. Ensures compliance review findings are properly documented and supported and independently prepares compliance review reports for management review.</p>		

JOB DESCRIPTION (6/08)

	<p>Compliance, continued: Interprets and explains civil service laws, rules, and policies and how management practices can be improved to comply with statute, regulation, and policy, and provides recommendations to management for corrective action based on findings. Monitors and reports on program compliance with corrective actions. Informs management of emerging issues and provides updates on the status of compliance reviews.</p>
10%	<p>Special Projects Independently conducts, or leads and assists with the activities involved in evaluating, developing, planning, and directing a wide variety of special projects. Prepares or assists and presents proposals for special projects to management.</p> <p>Prepares or assists in preparing, negotiating, and administering contracts, grants, and agreements associated with such projects; may establish review and evaluation procedures. Directs and leads the collection, maintenance, reporting and publication of data regarding research and project activities.</p> <p>Assists with presentations to executive management, councils, boards, committees and/or organizations and stakeholders regarding the State Library's services or other projects as the need arises and directed by management.</p>
5%	<p>MARGINAL FUNCTIONS: Conducts audits and/or review of activities and expenditures of grant programs, federal fund subrecipients and state grantees as deemed necessary by management.</p> <p>Acts as back-up in a lead capacity to other Administrative Services Bureau managers in their absence.</p>

Supervision Received

The Policy and Compliance Analyst, AGPA, works under the direction of the Administrative Services Bureau Chief; however, direction and assignments may also come from the Deputy State Librarian and State Librarian.

Supervision Exercised

None. May act as a lead on projects and policy development.

Administrative Responsibility

None.

Personal Contacts

The Policy and Compliance Analyst, AGPA has daily contact with other State Library employees and management; occasional to frequent contact with executive staff, other governmental agencies (state and federal), subject matter experts and other stakeholders which may be routine to sensitive. Also maintains professional working relationships with control agencies including Department of Finance, State Controller's Office, State Personnel Board, CalHR, Fi\$Cal, etc. and external contacts including independent contractors, vendors, consultants, and other stakeholders.

Actions and Consequences

The Policy and Compliance Analyst, AGPA, researches the efficacy of and recommends and drafts departmental policies while working with subject matter experts and prepares a variety of high level documents in support of the advocacy, thought leader activities, overall mission, functions, and organization of the State Library, including department and program operations, processes, goals, and objectives. The Policy and Compliance Analyst, AGPA, conducts compliance reviews of the State

JOB DESCRIPTION (6/08)Actions and Consequences, continued

Library's personnel, fiscal, business services, library programs and other related areas to ensure the library is in compliance with civil service and library laws, rules, regulations, and policies and has significant influence in the policy development governing such. Failure to exercise good judgment and perform policy and compliance functions effectively and accurately could result in undetected deficiencies, disclosure of inaccurate information in reports, and loss of credibility to the department. Errors may have significant impact on the internal and external operations of the State Library. The incumbent must exercise a high degree of initiative, independent judgment, and confidentiality in performing duties.

Functional Requirements

No specific physical requirements are present: the incumbent may work up to 40 hours per week in an office setting, with 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. Incumbent is expected to travel occasionally (<2%), when necessary to attend forums and meetings, to meet with stakeholders or to provide consultation or training, etc.

Knowledge, Skills and Abilities**Knowledge of:**

- The overall mission, functions, and organization of the State Library or component, including program operations, processes, goals, and objectives
- Principles of policy formulation
- Principles and practices of project management
- Procedures of the State of California including policies, rules, and regulations of the California Department of Human Resources, State Personnel Board, Department of General Services, State Controller's Office, State Treasurer's Office, Department of Finance, and any other control agencies as they relate to State agency administrative, fiscal, procurement, contracting, personnel, and management activities
- Evaluative, planning, and analytical processes and techniques (quantitative and qualitative) for measuring the effectiveness, efficiency, and productivity of administrative and technical programs and relevant policies
- State and federal grant administration processes including an understanding of requirements unique to grants including those in Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Auditing Standards (GAAS)
- The executive/legislative decision making process
- The programs or organizations and activities to assess the political and institutional environment in which decisions are made and implemented

Skills:

- In dealing with decision makers and their immediate staffs. Skill in interacting with specialists and experts in the same or related, relevant fields
- In effectively communicating highly complex technical material or highly complex issues that may have controversial findings, or both, using language appropriate to specialists and/or non-specialists, facilitating the formulation of a decision
- In written communication to organize ideas and present findings in a logical manner with supporting, as well as adverse, criteria for specific issues, and to prepare material complicated by short deadlines and limited information
- In written and oral communication to prepare briefings or recommendations to managers and negotiating solutions to disputed recommendations

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- In effective oral communication techniques to explain, justify, or discuss a variety of issues requiring a logical presentation of appropriate facts and information or analysis
- Strong organizational and analytical skills and attention to detail
- Time management skills
- Excellent interpersonal skills
- Conflict resolution

Ability to:

- To exercise sound judgment in all phases of analysis, ranging from sorting out the most important problems when dealing with voluminous amounts of information to ensure that the many facets of a policy issue are explored, to sifting evidence and developing feasible options or alternative proposals and anticipating policy consequences
- Establish, monitor, maintain and track project priorities and completion
- Research problems and issues, including evaluating the content of new or modified legislation to determine its impact on the agency's programs or resources
- Manage and work on multiple projects, work within tight deadlines, and prioritize work
- Translate analyses into written products for both narrow and broad audiences
- Review and edit written reports with a focus on the big picture
- Analyze data and present ideas and information effectively both orally and in writing
- Liaise collaboratively with all levels of staff and stakeholders

Other Information

The incumbent must possess: skills and expertise in handling complex, sensitive assignments; experience in state policy development and compliance methodologies; ability to perform staff analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management; the ability to work independently with minimum supervision or on a team, and collaborate with all levels of staff and executive management; excellent writing and interpersonal communication skills; exercise sound judgement, a high degree of diplomacy, tact, professionalism, initiative and independence to work with a variety of stakeholders which may have competing priorities; be adaptable to changes; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; thrive in a fast paced environment; maintain excellent attendance; exceptional analytical skills; gain and maintain the confidence and cooperation of those contacted during the course of work; and be responsive to State Library management, staff and client needs.

This position is subject to the State Library’s Conflict of Interest Code (CCR § 18730).

The statements contained in this job description 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 to balance the workload.

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 ACCOMMODATION. (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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