

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 04/2015	H.R. APPROVAL KB
PC # 2096	POSITION NUMBER (Agency - Unit - Class - Serial) 175-616-5393-101		
BUREAU SECTION Library Development Services Bureau	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 general supervision of the Bureau Chief of Library Development Services (LDS), the incumbent independently performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning, policy analysis and formulation; acts in a lead (non-supervisory) capacity to Bureau analyst and support staff positions; functions and serves as California Library Services Act program coordinator and support staff to the California Library Services Board; provides advisory, consultative, and technical assistance to California libraries and local government officials.			
% 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.		
35%	<p>ESSENTIAL FUNCTIONS:</p> <p>Data, Statistics and Reporting Responsible for development of narrative and statistical summaries and analyses of library-related data collected by Library Development Services; Collaborates with the State Data Coordinator to prepare and implement the annual public library statistical survey; Coordinates with the State Data Coordinator, the Literacy Program Coordinator and literacy support staff, Bureau management and other support staff to assist with Public Library Statistics, Library Services and Technology Act (LSTA), literacy, broadband and other ad hoc surveys as requested; Works closely with library directors and staff, library programs consultants, support staff and outside vendors and to gather, review, and submit data and maintain and update databases as requested; Runs and designs regular and ad-hoc reports as assigned by State Data Coordinator or Bureau management.</p>		
25%	<p>California Library Services Act (CLSA) Responsible for the integration, coordination, and management of all authorized programs under the CLSA; Develops CLSA policy recommendations for consideration by Bureau management and State Librarian; Works with CLSA program staff to develop necessary reports and CLSA budget updates for Bureau Chief; Works closely with library directors and system coordinators on sensitive issues regarding CLSA programs and system membership issues; Works closely with CSL Fiscal Services to provide program assistance to ensure that CLSA local assistance funding is distributed equitably and in a timely manner; Provides updates to the CSL website for CLSA program documentation; Allocates funding among the various CLSA programs; Monitors all of the various CLSA programs; Develops reporting tools; Collect and evaluates plans of service and annual reports from Cooperative library systems; Coordinates library affiliations for system membership and libraries leaving systems; Calculates population figures for the basis of proposed budget allocations; Periodically organizes cooperative system director's meetings with CSL staff; Provides oversight of Library-administered broadband grants; Works with the Statewide Broadband Aggregator and other fiscal partners to develop necessary fiscal and narrative reports for Bureau Chief and State Librarian; Works with the staff of the Witkin State Law Library to annually revise California Library Laws and post them to the CSL website; Serves as LDS primary contact for the California Library Services Board; Coordinates with the CLSB Administrative Assistant to ensure that all Board meetings operate legally and efficiently, develop Board meeting agendas and compose resolutions and motions to be considered by the Board; along with CLSB Administrative Assistant responsible for the content of the Board agenda packet; Coordinates with CLSB Administrative Assistant to draft Budget Change Proposals, proposed regulations, and work with the Office of Administrative Law on rulemaking under CLSA as requested.</p>		

20%	<p>Bureau Operations and Budget Monitors LDS budget throughout the year and tracks balances, notifying Bureau Chief of any concerns and meeting with Bureau management regularly (quarterly to review current status); Acts as LDS' Single Point of Contact (SPOC) for FI\$Cal; Participates in writing Budget Change Proposals (BCP) and proposed regulations when needed; Recommends and implements improved bureau operations, services, and functions; Coordinates special projects as assigned by Bureau management such as for annual conferences – California Library Association (CLA), American Library Association (ALA), Public Library Association (PLA), and Association of Rural and Small Libraries (ARSL), preparation of legislative and congressional reports, and assisting with planning LSTA project events; Participates in the establishment of Bureau policy; Makes recommendations on program directions within the Bureau; Coordinates and maintains the Records Retention Schedule for Library Development Services.</p>
10%	<p>Service Coordination In a lead-role, coordinates services provided by analysts and support staff. Collaborates with Bureau management to identify projects requiring analytical and support staff assistance; determines appropriate staff to work on projects; Coordinates support staff activities regarding purchases and travel expenditures processes; Coordinates updates and maintenance with support staff of the Library Development Services (LDS) Intranet and web sites; analyze and develop procedures; Advises Bureau management in the determination of appropriate staff to work on projects.</p>
5%	<p>Program Consultation Provides assistance in recommending various policies and procedures; coordinates and implements state and federal laws and regulations; and provides guidance and advice to local program staff and management.</p>
5%	<p>MARGINAL FUNCTIONS: Performs other staff assignments as required and appropriate.</p>

SUPERVISION RECEIVED: The Associate Governmental Program Analyst (AGPA) reports directly to Bureau Chief of Library Development Services Bureau.

SUPERVISION EXERCISED: None, however the AGPA acts in a lead (non-supervisory) capacity for other analytical and support staff.

PERSONAL CONTACTS: The AGPA interacts with other CSL sections, as needed. The incumbent also interacts with personnel from other state agencies, legislators, elected officials, legislative staff, CLSB Members, library staff throughout the state, local and state governmental officials, library trustees, commissioners, and the Friends of the Library.

ACTIONS AND CONSEQUENCES:
Poor recommendations, decisions or advice may result in the inaccurate application of regulations, policies and procedures at either the state or local level; improper use of funding allocations; inappropriate use or reporting of state funds; poor relationships with local agencies, recipients and others; and misinformation in public sources. Without this position, Library Development Services would not have the support services necessary to meet its federal and state mandates. This position interacts appropriately with a wide range of persons, internal and external to the Department, including other Department employees, library officials and other local & state officials, board members, survey respondents, media and community-based organizations. This position gathers and communicates information of a sensitive nature and as a sensitive position requires daily interaction with a variety of persons and the processing of time-sensitive and confidential documents. Failure to use good judgment in handling sensitive and confidential materials and in imparting information to callers could conceivably lead to civil litigation.

FUNCTIONAL REQUIREMENTS

No specific physical requirements are present: the incumbent works 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 is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive.

OTHER INFORMATION

The incumbent will produce written material and communicate orally, which may include speaking before large groups. They will also use microcomputer equipment. Additionally, they may be required to work additional hours (as needed) and travel and attend meetings both inside and outside of Sacramento on short notice.

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 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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