

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Analyst	
UNIT/DISTRICT/LOCATION County-Assessed Properties Division		POSITION NUMBER 290-302-5393-001	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 02	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISION EXERCISED May Act in a Lead Capacity	

Job Requirements

Knowledge of:

- Board administrative policies and procedures.
- Principles, practices, and trends of public administration and organization management.
- Management and supportive staff services such as budgeting, personnel, and management analysis.
- Technology concepts, principles, terminology, and applications.
- Methods and techniques of leadership.
- Basic proficiency in using a personal computer, including various software packages such as word processing, spreadsheets, and database programs for report writing and data analysis.
- Functions performed by the Property and Special Taxes Department.

Ability to:

- Apply the above listed knowledge effectively.
- Perform research in various administrative areas.
- Work independently and make decisions using good judgment.
- Act in a lead capacity.
- Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of administration.
- Use tact and good judgment, communicate effectively (both verbally and in writing), and interact professionally with all levels of management, staff, and the public.
- Reason logically and creatively and use a variety of analytical techniques to resolve complex problems.
- Create and maintain cooperative working relationships.
- Analyze data, draw logical conclusions, and present information, ideas, and alternative solutions effectively both orally and in writing.
- Prepare clear, complete, and concise written reports.
- Manage multiple and/or changing priorities in a heavy workload situation; follow through and ensure deadlines are met.
- Work Monday through Friday.

Statement of Position

Under the general direction of a Staff Services Manager I (SSM I), County-Assessed Properties Division (CAPD), the Associate Governmental Program Analyst is responsible for independently performing a broad range of complex technical analytical staff services work and provides consultative services to management and others within Property Tax. This position is not eligible for an Alternate Work Schedule.

**PERCENTAGE OF
TIME SPENT**

DUTIES

* 70% Serves as Property Taxes (PT) lead analyst in the more complex administrative projects. Provides guidance, consultation, and recommendation to SSM I for various administrative issues, such as projects administered by BOE Executive Management.

Independently prepares a variety of comprehensive and accurate reports and correspondence for PT management addressing a variety of administrative issues.

Acts as Budget Coordinator to approve Requisition for Purchase Orders; approves expenditures on publishing orders; reviews and approves expenditures on all PT subscriptions, contracts, and time and material contracts; coordinates contract renewal approvals and prepares appropriate supporting documentation; reviews monthly expenditure reports; coordinates and prepares Out-of-State Travel Blanket Package reports; coordinates Annual Revenue and Reimbursement Projects reports; assists in coordinating expenditure projections; and assists with reviewing concept papers, budget change proposals, finance letters, and legislative proposals as requested.

* 15% Responsible for the facilitation of the PT annual and quarter program plan efforts. Works closely with SSM I and PT management to identify goals and objectives. Works closely with SSM I and PT management to develop the Three-Year Annual Program Plan. Identifies program specific issues. Develops PT Operational Plan, including the day-to-day functions associated with each program element in order to achieve the mission and goals. Assists in the maintenance of PT SharePoint site.

* 10% Advises SSM I on any complex or sensitive issues which may warrant PT management involvement; attends a variety of staff meetings; and trains and acts as a leadperson to less experienced staff.

5% As necessary, performs other job-related duties to cover the workload.

Candidate must be able to perform the essential functions (*) with or without reasonable accommodations.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE