

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

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Employee Name	Classification Name	Position Number
	Assoc. Governmental Program Analyst	326-203-5393-001
Division/Unit	Date	Prior Pos #(if applicable)
Enforcement/Development & Training Unit		

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**SUMMARY OF RESPONSIBILITIES**

Under the supervision of the Chief of Enforcement and general direction of the Regional Administrator, the Associate Governmental Program Analyst (AGPA) independently conducts the planning, organizing, and coordinating of the training of the Enforcement Division, and assists in the revision of Enforcement Division policy and procedural manuals in accordance with Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act. The incumbent performs a variety of training and policy development functions and tasks.

**Essential Functions:**

- 40% Independently prepares coordinates, and conducts training for the Enforcement Division; interface effectively with those within the unit and Department as well as with community groups; Promotes and supports the practice of Fair Employment and Fair Housing principles. Conducts studies and assessments utilizing both formal and informal methods including, but not limited to, interviews, surveys, and course evaluations to analyze and determine training effectiveness and to make changes and improvements as necessary.
- 40% Reviews, and makes recommendations in the establishment and revision of the Enforcement Division policy and procedural manuals and course materials. Coordinates the planning and production of informational and training materials. Researches, makes recommendations, and ensures training policies and materials are in alignment with applicable laws, rules, and regulations.
- 10% Assist with the development of outreach materials; maintains the Enforcement Division page on the Department's intranet and changes relative to the Enforcement Division on the Department's web site; prepare for and serve as a speaker at public forums and seminars. Maintains all records of training and speaking engagements for the unit.
- 10% Develops and implements special projects and others duties, as needed.

**Knowledge and Abilities:**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

**Special Personal Requirements:**

Demonstrated ability to act independently and be open-minded, flexible and tactful. Ability to apply principles and methods of adult learning, coaching, group facilitation and leadership; training methodologies, resources and equipment; principles of written and verbal expression to effectively communicate ideas, thoughts and presentations; evolving training and development trends and best practices to effectively develop content, training delivery and effectiveness; differences in individual technical skill levels; equipment and software programs used for presentations, database and spreadsheets and word processing; analyze, design, implement, evaluate and improve training; writing procedural policies and manuals.

Plan, organize, conduct and evaluate training programs; train individuals of varying skill levels; read, write and speak effectively to convey information to others; gain and maintain the confidence and cooperation of those contacted during the course of work; work effectively as a member of a team and with other training professionals; work independently; complete all tasks in a detailed manner and organize and maintain large amounts of files, projects, materials, etc.; effectively work with difficult or uncooperative individuals; adapt to changing priorities, technology and procedures; accurately maintain one's own schedule and manage one's time; manage multiple tasks and priorities and meet due dates timely and accurately; use Microsoft Word, PowerPoint; Outlook, Excel and Adobe Acrobat.

**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.

- Requires ability to communicate diplomatically and professionally with co-workers and members of the public.
- Requires ability to work with the Enforcement Division in developing training plans.
- Requires ability to effectively handle stress and work in a noisy and fast-paced environment.
- Requires daily use of a computer, monitor, keyboard, mouse and telephone in a workstation for 6.5 to 7 hours per day.
- Requires ability to complete tasks that require reaching, bending, grasping and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional overnight travel throughout the state to conduct training.

**Supervision Received:**

The AGPA receives general supervision from the Regional Administrator and direction from the

Chief of Enforcement. May receive guidance and oversight from the Staff Services Manager II (Specialist).

**Supervision Exercised:**

None

**Administrative Responsibility**

The AGPA requires excellent writing and analytical skills; the ability to work independently and to speak and write clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with different time frames.

**Personal Contacts**

The AGPA has daily contact with departmental management and staff and with external representatives of public, private and community-based organizations.

**Actions and Consequences**

The AGPA must adhere to all applicable laws, rules, policies and procedures, including, but not limited to, the Department's Regulations, Enforcement Directives, Administrative Manual, Supervisor's Manual, and any directions received from Departmental management personnel. The AGPA interacts appropriately with a wide range of persons, internal and external to the Department, including other Department employees, and with external representatives of public, private and community-based organizations. Appropriately communicates information of a sensitive nature. The AGPA is a sensitive position and may be responsible for and exposed to time-sensitive and confidential documents or information. Failure to use good judgment in use of that information could compromise the privacy of Department staff and result in sensitive information being released to unauthorized persons.

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

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Incumbent's Signature

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Date

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Supervisor's Signature

\_\_\_\_\_  
Date