

Department of Consumer Affairs

Position Duty Statement

HR-041 (revised 12/2011)

Classification Title	Board/Bureau/Division
Staff Services Analyst	California Architects Board Landscape Architects Technical Committee
Working Title	Office/Unit/Section/Geographic Location
Special Projects Analyst	Landscape Architects Technical Committee/Sacramento
Position Number	Effective Date
616-120-5157-xxx	

Under the supervision of the Program Manager and in a team environment, the Staff Services Analyst (SSA) serves as the Special Projects Coordinator and assists the Program Manager to prepare and monitor regulation and legislative activities, track website and publications development, coordinate meeting materials including agenda and summary report, and perform technical and analytical staff services work to ensure the LATC mission to regulate the practice of landscape architecture in a manner which protects the public health, safety, and welfare ,and safeguards the environment is met.

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

35% (E) Special Projects

Researches, analyzes, and completes special assignments which may relate to any program or administrative activity as assigned by the Program Manager. Captures meeting notes and prepares a summary of each LATC meeting. Coordinates content, layout, printing, and distribution of other LATC publications. Represents the LATC at outreach events which may involve presentations before a group and meeting with the public.

20% (E) Legislation/Regulation Coordinator

Under the direction of the program manager, researches and drafts legislative and regulatory proposals. Completes and maintains regulatory files, ensuring compliance with the Office of Administrative Law's (OAL) requirements. Processes and monitors legislative and regulatory proposals. Ensures proper notification and publication of regulatory Notices, Statements of Reasons, and proposed regulatory language. Interprets and evaluates all statutes and regulations that pertain to the LATC's legislative duties. Reviews and analyzes the impact of laws and/or rules on landscape architects, businesses, consumers, and the LATC and makes recommendations to the Program Manager. Coordinates the regulatory hearing process. Represents the LATC at regulatory hearings. Serves as LATC contact and responds to inquiries pertaining to regulatory proposals. Addresses comments and concerns from public notification and/or hearing process. Works with the OAL to resolve concerns.

20% (E) Website/Technology Coordinator

Performs a variety of tasks related to the development and maintenance of the LATC website to improve customer interface. Under management review, writes, solicits, and edits content for the LATC webpage. Prepares and works with the Office of Information Systems to post all updates, notices, publications, links, etc. in a timely manner. Monitors all webpages to ensure proper functioning and proper/current information. Uses Adobe Acrobat to produce PDF files and forms which allows for LATC forms to be converted into electronic version for posting on the website and stakeholders to complete forms on-line. Designs and implements Web graphics through production of GIF and JPG graphic files using Photoshop. In conduction with the Program Manager, serves as software management coordinator to ensure proper acquisition and use of software by LATC staff. Tracks equipment and software inventory. Obtains Department of Consumer Affairs (DCA) approval for new content. Monitors hits to all Web pages. Consults with DCA's Office of Information Services personnel to resolve more complex website problems. Monitors the on-line consumer survey and responds to various email inquiries that are generated by the website. Interacts effectively with users in a professional, responsive and courteous manner.

15% (E) Budget

Prepares budget change proposals, including fiscal displays, summaries and justifications, ensuring compliance with DCA policies as well as those of the Department of Finance. Researches and analyzes various fiscal changes/issues that will have an impact on the LATC's budget. Evaluates expenditures and revenue and determines solutions to various budget impacts. Monitors budget change proposals and implementation.

10% (E) Other

Back-up essential functions of the organization as needed including but not limited to answering phones. Work in concert with Board staff as needed on overlap assignments. Other duties as required.

B. Supervision Received

The SSA is under the direction of the LATC Program Manager (Staff Services Manager I).

C. Supervision Exercised

None.

D. Administrative Responsibility

The SSA is responsible for assisting the Program Manger in acting as an administrative liaison between the LATC members, Board members, DCA staff, and statewide and national organizations.

E. Personal Contacts

The SSA has continuous contact with office staff, general public, and licensees, and occasional to frequent contact with employees of DCA/boards, other governmental agencies, and LATC members regarding the LATC's regulatory activities. The SSA makes occasional to frequent contact with DCA budget staff regarding preparation of budget documents and DCA legal and legislative offices regarding preparation of regulatory and legislative documents. The SSA has occasional contact with executive staff from the Governor's Office, the Legislature, and national organizations, as LATC liaison in order to respond to serious/urgent matters or matters of a sensitive nature, and to assist the Program Manager in his or her duties.

F. Actions and Consequences

Failure to properly administer the regulatory activities of the LATC or to adhere to regulatory timelines could result in the need to withdraw a proposal and begin the process again. If this were to happen, consumers, landscape architects, and/or the profession may suffer, as regulations promote and maintain the standards of the landscape architecture profession; ensure minimal competency of landscape architects; and protect the health, safety, and welfare of the consumer/public.

Failure to properly ensure completion of LATC and national-level responsibilities could result in the LATC's inability to fulfill its mission-critical activities related to the regulation of the practice and the protection of consumers/public.

G. Functional Requirements

The SSA works 40 hours per week in an office setting, with artificial light and controlled temperature. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Occasional lifting of moderately heavy items weighing less than 25 lbs.

H. Other Information

The SSA must possess excellent written and oral communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, be able to work efficiently and effectively under changing priorities and deadlines, and be responsive to the needs of the organization. The SSA routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times. Travel is required approximately 3-4 times a year to attend LATC and/or Board meetings or to represent the LATC at outreach events. Travel is typically one day; however, occasional overnight travel may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Trish Rodriguez, Program Manager

Printed Name

Revised: December 2011