STATE OF CALIFORNIA
DUTY STATEMENT
CEC-004 (Revised 7/2020)

Classification(s): Associate Governmental Program Analyst
Working Title: Recruitment and Outreach Analyst
Position Number: 535-214-5393-xxx
Division/Office: Administrative Services Division, Human Resources and Support Services Branch, Recruitment and Outreach Unit
Collective Bargaining Identifier (CBID): R01
Work Week Group (WWG): 2
Effective Date: June 7, 2022

Conflict of Interest (COI): ☐ Yes ☒ No
If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description
Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst will act as the Recruitment and Outreach Analyst.

The Recruitment and Outreach unit supports the Energy Commission by connecting with external networks and organizations to promote its goals and career opportunities. The unit also assists external and internal staff in career development as it comes to career advancement and navigating the state hiring process.

The incumbent should possess excellent public speaking and written communication skills, communicate effectively with the public and internal staff whether it be web, in-person, or over the phone; work alone and team environment, respond timely and is organized, and assist in current recruitment initiatives to fill hard-to-recruit positions and to promote diversity in the workplace. On occasion, the incumbent will also assist in the workforce and succession plan and student program.

Essential Duties
55% Targeted Outreach – Independently research and develop targeted recruitment strategies for hard-to-recruit positions and to promote diversity in the workplace. Schedule and conduct
strategy meetings with hiring managers to gather hiring desirables and resources. Compile
and maintain contact listing of networks, organizations, and job boards. Create engaging
and creative materials to promote positions. Send notifications or postings to networks,
organizations, job boards, and social media. Update and maintain a manual tracking system
to document detailed outreach processes and candidate status. Assist in finding and guiding
qualified, talented, and diverse candidates to positions. Assist in coordinating and
participating in outreach efforts via career fairs, job shadow programs, conferences, learning
institutions, or other recruitment related events. Participate and lead web, in-person, or over-
the-phone presentations to provide information sessions on the Energy Commission and the
state hiring process. Serve as a point of contact for candidates applying for positions. On
occasion, report out to Executive Office and senior staff on outreach progress. Participate in
State Recruiter’s Round Table.

30% **Workforce and Succession Plan** – Participate in the development and implementation of
innovative organization initiatives. Collect and analyze on-boarding and off-boarding data.
Participate and lead web, in-person, or over-the-phone presentations to provide information
sessions to internal staff about the career advancement opportunities and the state hiring
process. Serve as a point of contact for candidates applying for positions.

**Marginal Duties**

10% **Special Assignment** - Compile data for the Executive Office and senior staff. Perform other
duties as required, consistent with the specifications of the classification.

5% **Student Program** – Respond to inquiries as it relates to the hiring, changing, and separation
of the student program (student assistant, intern, and volunteer).

**Knowledge, Skills, 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.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework
environment, but may return to an office environment in the future. Regular and consistent
attendance is essential to the successful performance in this position. Occasional travel may be
required to attend recruitment events. While performing the duties described above, the
incumbent will be required to work alone and/or in a team environment; utilize a personal
computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and other platforms.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** ______________________________

**Employee’s Signature:** ________________________________  **Date:** ______________

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** Jessica Gee __________________

**Supervisor’s Signature:** ________________________________  **Date:** ______________
STATE OF CALIFORNIA
DUTY STATEMENT
CEC-004 (Revised 7/2020)

Classification(s): Associate Personnel Analyst
Working Title: Recruitment and Outreach Analyst
Position Number: 535-214-5142-xxx
Division/Office: Administrative Services Division, Human Resources and Support Services Branch, Recruitment and Outreach Unit
Collective Bargaining Identifier (CBID): R01
Work Week Group (WWG): 2
Effective Date: June 7, 2022
Conflict of Interest (COI): ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description
Under the general direction of the Staff Services Manager I, the Associate Personnel Analyst will act as the Recruitment and Outreach Analyst.

The Recruitment and Outreach unit supports the Energy Commission by connecting with external networks and organizations to promote its goals and career opportunities. The unit also assists external and internal staff in career development as it comes to career advancement and navigating the state hiring process.

The incumbent should possess excellent public speaking and written communication skills, communicate effectively with the public and internal staff whether it be web, in-person, or over the phone; work alone and team environment, respond timely and is organized, and assist in current recruitment initiatives to fill hard-to-recruit positions and to promote diversity in the workplace. On occasion, the incumbent will also assist in the workforce and succession plan and student program.

Essential Duties
55% Targeted Outreach – Independently research and develop targeted recruitment strategies for hard-to-recruit positions and to promote diversity in the workplace. Schedule and conduct
strategy meetings with hiring managers to gather hiring desirables and resources. Compile and maintain contact listing of networks, organizations, and job boards. Create engaging and creative materials to promote positions. Send notifications or postings to networks, organizations, job boards, and social media. Update and maintain a manual tracking system to document detailed outreach processes and candidate status. Assist in finding and guiding qualified, talented, and diverse candidates to positions. Assist in coordinating and participating in outreach efforts via career fairs, job shadow programs, conferences, learning institutions, or other recruitment related events. Participate and lead web, in-person, or over-the-phone presentations to provide information sessions on the Energy Commission and the state hiring process. Serve as a point of contact for candidates applying for positions. On occasion, report out to Executive Office and senior staff on outreach progress. Participate in State Recruiter's Round Table.

30% **Workforce and Succession Plan** – Participate in the development and implementation of innovative organization initiatives. Collect and analyze on-boarding and off-boarding data. Participate and lead web, in-person, or over-the-phone presentations to provide information sessions to internal staff about the career advancement opportunities and the state hiring process. Serve as a point of contact for candidates applying for positions.

**Marginal Duties**

10% **Special Assignment** - Compile data for the Executive Office and senior staff. Perform other duties as required, consistent with the specifications of the classification.

5% **Student Program** – Respond to inquiries as it relates to the hiring, changing, and separation of the student program (student assistant, intern, and volunteer).

**Knowledge, Skills, and Abilities**

Knowledge of: Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

Skill in: Applying principles and practices of public personnel management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be
required to attend recruitment events. While performing the duties described above, the
incumbent will be required to work alone and/or in a team environment; utilize a personal
computer and appropriate Energy Commission software such as Microsoft suite of software,
electronic mail, Internet and other platforms.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance
of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** __________________________

**Employee’s Signature:** ___________________________  **Date:** __________

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate
description of the essential functions of this position. I have discussed the duties of this position
with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** Jessica Gee  ________________

**Supervisor’s Signature:** ___________________________  **Date:** __________
Job Description

Under supervision of the Staff Services Manager I, the Staff Services Analyst will act as the Recruitment and Outreach Analyst.

The Recruitment and Outreach unit supports the Energy Commission by connecting with external networks and organizations to promote its goals and career opportunities. The unit also assists external and internal staff in career development as it comes to career advancement and navigating the state hiring process.

The incumbent should possess excellent public speaking and written communication skills, communicate effectively with the public and internal staff whether it be web, in-person, or over the phone; work alone and team environment, respond timely and is organized, and assist in current recruitment initiatives to fill hard-to-recruit positions and to promote diversity in the workplace. On occasion, the incumbent will also assist in the workforce and succession plan and student program.

Essential Duties

55% Targeted Outreach – Assist with research of targeted recruitment strategies for hard-to-recruit positions and to promote diversity in the workplace. Prepare and participate in
strategy meetings with hiring managers to gather hiring desirables and resources. Compile and maintain contact listing of networks, organizations, and job boards. Send notifications or postings to networks, organizations, job boards, and social media. Update and maintain a manual tracking system to document detailed outreach processes and candidate status. Assist in finding and guiding qualified, talented, and diverse candidates to positions. Assist in coordinating and participating in outreach efforts via career fairs, job shadow programs, conferences, learning institutions, or other recruitment related events. Participate and assist in web, in-person, or over-the-phone presentations to provide information sessions on the Energy Commission and the state hiring process. Assist in responding to inquires. Participate in State Recruiter’s Round Table.

30% **Workforce and Succession Plan** – Assist in the development and implementation of innovative organization initiatives. Collect and analyze on-boarding and off-boarding data. Participate and assist in web, in-person, or over-the-phone presentations to provide information sessions to internal staff about the career advancement opportunities and the state hiring process. Assist in responding to inquiries.

**Marginal Duties**

10% **Special Assignment** – Assist in compiling data for the Executive Office and senior staff. Perform other duties as required, consistent with the specifications of the classification.

5% **Student Program** – Respond to inquiries as it relates to the hiring, changing, and separation of the student program (student assistant, intern, and volunteer).

**Knowledge, Skills, 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; and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required to attend recruitment events. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and other platforms.
Employee’s Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee’s Name (Print): ____________________________

Employee’s Signature: ____________________________  Date: ___________

Supervisor’s Acknowledgement: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor’s Name (Print): Jessic Gee

Supervisor’s Signature: ____________________________  Date: ___________