

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
HIRING AND COMPENSATION UNIT
DUTY STATEMENT**

NAME:

JOB TITLE: Associate Personnel Analyst

WORKING TITLE: Hiring and Compensation Consultant

POSITION NUMBER: 420-057-5142-103

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I (Supervisor), the Associate Personnel Analyst (APA) serves as a consultant for the Office of Human Resources (OHR), Talent Acquisition (TA), Hiring and Compensation Unit (HCU). The APA provides expert-level guidance, technical support, and analytical insight on a wide range of complex hiring issues. They act as a primary resource to departmental programs and personnel liaisons, ensuring compliance with hiring rules and policies, while supporting merit-based practices. The APA helps address unique and urgent staffing requests and assists with solutions to meet operational needs. This position regularly collaborates with other OHR units and often takes the lead when hiring issues arise.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized daily to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, composing or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS

40% Independently review and approve job controls to ensure they meet department standards. Provide support and consultation to hiring managers for the hiring process, including verifying eligibility for transfers, reemployment, reinstatement, and special appointments (e.g., temporary appointments, Training & Development assignments). Notify labor unions of vacancies, as required by the Memorandum of Understanding Calculate salaries using applicable rules, including alternate range criteria (ARC) and any special pay differentials. Track future ARC pay movements to ensure timely increases. Ensure all appointment paperwork is legally compliant and properly documented before action is

- taken.
- 15%** Review hiring and appointment actions in Workday for accuracy and compliance. Key compensation updates in Workday as needed and provide feedback and support to program liaisons. Document and escalate any significant issues.
 - 15%** Review and approve acting assignments such as Compelling Management Needs, assignments, Out of Class assignments, Arduous Pay requests as well as other special requests of the Department. Ensure these meet department and state guidelines.
 - 10%** Track end dates for limited term (LT) appointments. Prepare non-punitive termination letters for LTs when needed. Coordinate with Classification Services Unit for LT extensions or conversions. Ensure Student Assistant and Graduate Student Assistant appointments meet departmental eligibility standards and issue termination letters when necessary.
 - 5%** Investigate and respond to merit issue complaints, ensuring the complaint is thoroughly reviewed and the response is factual and well-written. Address and respond to unlawful appointments, ensuring the delegation spreadsheet is updated.
 - 5%** Schedule pre-employment medical exams for candidates (sworn and non-sworn) when applicable. Maintain communication with the medical provider and program. Assist with any issues that arise.
 - 5%** Develop tools and provide training for hiring managers and personnel liaisons related to the hiring process. Identify ways to streamline and improve hiring practices while maintaining compliance with merit-based standards.
 - 5%** Perform other duties and assignments as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
 - ☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
 - ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
 - ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.
-

Employee's Signature

Date

Supervisor's Signature

Date

Revised 07/2025

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
HIRING AND COMPENSATION UNIT
DUTY STATEMENT**

NAME:

JOB TITLE: Associate Governmental Program Analyst

WORKING TITLE: Hiring and Compensation Consultant

POSITION NUMBER: 420-057-5393-XXX

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I (Supervisor), the Associate Governmental Program Analyst (AGPA) serves as a consultant for the Office of Human Resources (OHR), Talent Acquisition (TA), Hiring and Compensation Unit (HCU). The AGPA provides expert-level guidance, technical support, and analytical insight on a wide range of complex hiring issues. They act as a primary resource to departmental programs and personnel liaisons, ensuring compliance with hiring rules and policies, while supporting merit-based practices. The AGPA helps address unique and urgent staffing requests and assists with solutions to meet operational needs. This position regularly collaborates with other OHR units and often takes the lead when hiring issues arise.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized daily to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, composing or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS

40% Independently review and approve job controls to ensure they meet department standards. Provide support and consultation to hiring managers for the hiring process, including verifying eligibility for transfers, reemployment, reinstatement, and special appointments (e.g., temporary appointments, Training & Development assignments). Notify labor unions of vacancies, as required by the Memorandum of Understanding Calculate salaries using applicable rules, including alternate range criteria (ARC) and any special pay differentials. Track future ARC pay movements to ensure timely increases. Ensure all appointment paperwork is legally compliant and properly documented before action is

- taken.
- 15%** Review hiring and appointment actions in Workday for accuracy and compliance. Key compensation updates in Workday as needed and provide feedback and support to program liaisons. Document and escalate any significant issues.
 - 15%** Review and approve acting assignments such as Compelling Management Needs, assignments, Out of Class assignments, Arduous Pay requests as well as other special requests of the Department. Ensure these meet department and state guidelines.
 - 10%** Track end dates for limited term (LT) appointments. Prepare non-punitive termination letters for LTs when needed. Coordinate with Classification Services Unit for LT extensions or conversions. Ensure Student Assistant and Graduate Student Assistant appointments meet departmental eligibility standards and issue termination letters when necessary.
 - 5%** Investigate and respond to merit issue complaints, ensuring the complaint is thoroughly reviewed and the response is factual and well-written. Address and respond to unlawful appointments, ensuring the delegation spreadsheet is updated.
 - 5%** Schedule pre-employment medical exams for candidates (sworn and non-sworn) when applicable. Maintain communication with the medical provider and program. Assist with any issues that arise.
 - 5%** Develop tools and provide training for hiring managers and personnel liaisons related to the hiring process. Identify ways to streamline and improve hiring practices while maintaining compliance with merit-based standards.
 - 5%** Perform other duties and assignments as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
 - ☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
 - ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
 - ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.
-

Employee's Signature

Date

Supervisor's Signature

Date

Revised 07/2025

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
HIRING AND COMPENSATION UNIT
DUTY STATEMENT**

NAME:

JOB TITLE: Staff Services Analyst

WORKING TITLE: Hiring and Compensation Consultant

POSITION NUMBER: 420-057-5157-XXX

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager (SSM) I (Supervisor), the Staff Services Analyst (SSA) serves as a consultant for the Office of Human Resources (OHR), Talent Acquisition (TA), Hiring and Compensation Unit (HCU). The SSA provides guidance, technical support, and analytical insight on a wide range of hiring issues. They act as a primary resource to departmental programs and personnel liaisons, ensuring compliance with hiring rules and policies, while supporting merit-based practices. The SSA helps address unique and urgent staffing requests and assists with solutions to meet operational needs. This position regularly collaborates with other OHR units.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is utilized daily to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, composing or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS

40% Review and approve job controls under the guidance of senior HCU Consultants/ Supervisor to ensure alignment with department standards before the posting goes public. Provide support and consultation to hiring managers for the hiring process, including verifying eligibility for transfers, reemployment, reinstatements, and special appointments (e.g., temporary appointments, Training & Development assignments) with supervisor consultation, as needed. Assist with notifying labor unions of vacancies, as required by the Memorandum of Understanding. Assist with calculating salaries using applicable rules, including alternate range criteria (ARC) and any special pay differentials. Track future ARC pay movements to ensure timely salary increases. Review appointment paperwork and collaborate with HCU team as needed to ensure legal

compliance.

- 15%** Assist in the review of hiring and appointment actions in Workday for accuracy and compliance. Key compensation updates in Workday and assist program liaisons, escalating complex situations to senior HCU Consultant/Supervisor.
- 15%** Review and process requests for acting assignments such as Compelling Management Needs assignments, Out of Class assignments, Arduous Pay requests, as well as other special requests of the department. Ensure requests are complete and consistent with departmental and statewide policies, referring unique requests to supervisor.
- 10%** Track end dates for limited term (LT) appointments and assist in preparing non-punitive termination letters for LT appointments when needed. Coordinate with the Classification Services Unit for LT extensions or conversions. Review Student Assistant and Graduate Student Assistant appointments for departmental eligibility standards and assist with issuing termination letters, when necessary.
- 5%** Assist in gathering documentation and drafting responses to merit issue complaints, ensuring factual accuracy and clarity, with review by supervisor. Help address unlawful appointments and update delegation tracking documents as directed.
- 5%** Schedule pre-employment medical exams for candidates (sworn and non-sworn), when applicable. Maintain communication with the medical provider and program. Assist in resolving scheduling or documentation issues as needed.
- 5%** Support the development of training materials and participate in training sessions for hiring managers and personnel liaisons. Contribute ideas for improving hiring processes and help implement changes while maintaining compliance with merit-based standards.
- 5%** Perform other duties and assignments as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date

Revised 07/2025