

☐ Current ☒ Proposed

Classification Title Staff Personnel Program Analyst	Division/Unit PMD/Personnel Services Branch-CSPS
Working Title Program Consultant	HQ Designation CalHR Sacramento
Position Number 363-610-5313-001	Date Prepared Click or tap here to enter text.
Name Click or tap here to enter text.	Effective Date October 1, 2025

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Personnel Services Branch (PSB) Manager, Personnel Program Manager II (PPM II), the Staff Personnel Program Analyst serves as a PSB Consultant providing support for the California State Payroll System (CSPS) project. The incumbent will also serve as a PSB Consultant by delivering policy and consultation to state departments on salary, leave programs, and the State Restriction of Appointment (SROA) program. This position is responsible for providing consultation and advice to departments and the CSPS team regarding PSB functions, including pay scale redesign, pay letter development and redesign, policy changes, recommendations, and development. Additionally, the role manages process flow documentation and proposes redesign recommendations for PSB interactions with the State Controller's Office (SCO) related to PSB functions. Duties include, but are not limited to the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
------------	-----------	----------------------

40%	OV	Act on behalf of CalHR as a subject matter expert on the CSPA project team providing consultation on appropriate salary, leave determinations, pay scales, and pay letters. Ensure the proposed technology solution appropriately applies requirements set by current laws, regulations, and bargaining agreements and effectively supports statewide HR and LR programs' business needs. Interprets laws and rules on statewide HR programs as they apply. Provides consultative services to CalHR staff, departmental HR staff, personnel officers, and other public employers regarding the full range of personnel laws, regulations, policies and procedures. Provides policy direction to departments and the project on the statewide administration of PSB programs. Works directly with departments and the SCO to review data and documents for compliance with CalHR's policies, laws, rules and collective bargaining agreements. Develops and distributes pay letters to update the civil service pay scale.
40%	OV	Provide expert consultation to the CSPA project team and departments on existing procedures and policies under the authority of PMD/PSB. Provide HR specific representation and support for the CSPA project. Provides recommendations to management on sensitive human resources matters, particularly those related to the state's compensation, leave and SROA programs. Participates in the development and implementation of related statewide policy. Drafts policy memoranda and distributes to departmental HR offices.
15%	OV	As a result of business process re-engineering, and in conjunction with SCO, identify changes/improvements to current laws, rules, policies, and memorandum of understanding that could be impacted and/or improved. Participate in internal/external focus group sessions to pursue HR process standardization and simplification. Provide control organization subject matter expert input to these sessions.
Percentage	(O) / (V)	Marginal Job Duties
5%	OV	As directed, performs work on other special projects and performs other job-related duties in support of PMD/PSB-CSPA.

Supervision Received

The Staff Personnel Program Analyst reports directly to and receives the majority of assignments from the PSB Manager, Personnel Program Manager II, however, direction and assignments may also come from the lead Personnel Program Advisors, the PMD Chief or the CalHR CSPA Project Director.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Ability to maintain confidentiality, exercise discretion in discussing work with other departmental staff, and maintain a good working relationship with others. Ability to show initiative, sensitivity, and exceptional judgment when making administrative recommendations and decisions when consulting with departments and interpreting policy. Strong leadership and organizational skills with the ability to work under pressure and handle multiple tasks while addressing changing priorities. Strong attention to technical detail, strong analytical and communication skills and the ability to work collaboratively with a variety of stakeholders to solve problems and make

improvements. Technical document writing ability and/or successful experience simplifying complex business processes. Personal experience working with the current state payroll system and broad knowledge of state HR. Personnel management experience is required in either a control agency setting or in a line department, as well as familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies. This position is eligible for at least partial telework.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

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	Supervisor Name	Date

☐ Current ☒ Proposed

Classification Title Staff Services Manager I (Specialist)	Division/Unit PMD/Personnel Services Branch-CSPS
Working Title Program Consultant	HQ Designation CalHR Sacramento
Position Number 363-610-4800-004	Date Prepared Click or tap here to enter text.
Name Click or tap here to enter text.	Effective Date October 1, 2025

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Personnel Services Branch (PSB) Manager, Personnel Program Manager II (PPM II), the Staff Services Manager I (Specialist) serves as a PSB Consultant providing support for the California State Payroll System (CSPS) project. The incumbent will also serve as a PSB Consultant by delivering policy and consultation to state departments on salary, leave programs, and the State Restriction of Appointment (SROA) program. This position is responsible for providing consultation and advice to departments and the CSPS team regarding PSB functions, including pay scale redesign, pay letter development and redesign, policy changes, recommendations, and development. Additionally, the role manages process flow documentation and proposes redesign recommendations for PSB interactions with the State Controller's Office (SCO) related to PSB functions. Duties include, but are not limited to the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Act on behalf of CalHR as a subject matter expert on the CSPA project team providing consultation on appropriate salary, leave determinations, pay scales, and pay letters. Ensure the proposed technology solution appropriately applies requirements set by current laws, regulations, and bargaining agreements and effectively supports statewide HR and LR programs' business needs. Interprets laws and rules on statewide HR programs as they apply. Provides consultative services to CalHR staff, departmental HR staff, personnel officers, and other public employers regarding the full range of personnel laws, regulations, policies and procedures. Provides policy direction to departments and the project on the statewide administration of PSB programs. Works directly with departments and the SCO to review data and documents for compliance with CalHR's policies, laws, rules and collective bargaining agreements. Develops and distributes pay letters to update the civil service pay scale.
40%	OV	Provide expert consultation to the CSPA project team and departments on existing procedures and policies under the authority of PMD/PSB. Provide HR specific representation and support for the CSPA project. Provides recommendations to management on sensitive human resources matters, particularly those related to the state's compensation, leave and SROA programs. Participates in the development and implementation of related statewide policy. Drafts policy memoranda and distributes to departmental HR offices.
15%	OV	As a result of business process re-engineering, and in conjunction with SCO, identify changes/improvements to current laws, rules, policies, and memorandum of understanding that could be impacted and/or improved. Participate in internal/external focus group sessions to pursue HR process standardization and simplification. Provide control organization subject matter expert input to these sessions.
Percentage	(O) / (V)	Marginal Job Duties
5%	OV	As directed, performs work on other special projects and performs other job-related duties in support of PMD/PSB-CSPA.

Supervision Received

The Staff Services Manager I (Specialist) reports directly to and receives the majority of assignments from the PSB Manager, Personnel Program Manager II, however, direction and assignments may also come from the lead Personnel Program Advisors, the PMD Chief or the CalHR CSPA Project Director.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Ability to maintain confidentiality, exercise discretion in discussing work with other departmental staff, and maintain a good working relationship with others. Ability to show initiative, sensitivity, and exceptional judgment when making administrative recommendations and decisions when consulting with departments and interpreting policy. Strong leadership and organizational skills with the ability to work under pressure and handle multiple tasks while addressing changing priorities. Strong attention to technical detail, strong analytical and communication skills and the

ability to work collaboratively with a variety of stakeholders to solve problems and make improvements. Technical document writing ability and/or successful experience simplifying complex business processes. Personal experience working with the current state payroll system and broad knowledge of state HR. Personnel management experience is required in either a control agency setting or in a line department, as well as familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies. This position is eligible for at least partial telework

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

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	Supervisor Name	Date