



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER
ADMIN	ANALYST II/ RECRUITMENT ANALYST	326-314-5393-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
HUMAN RESOURCES		R01
INCUMBENT/EFFECTIVE DATE	REPORTING LOCATION	IMMEDIATE SUPERVISOR
	SACRAMENTO	
POSITION DESCRIPTION		
<p>Under the direction of the Supervisor I, the Analyst II, independently performs analytical work in the administration of the Department's personnel management programs, including but not limited to classification and pay, hiring assistance, recruitment, allocations, reporting structures, position justifications, position control, and complex or special projects pertaining to Human Resources (HR). Serves as a point of contact and liaison between assigned CRD directorates and HR. Independently analyzes issues and reasons logically and creatively, develops a course of action, and makes recommendations to meet customer needs while performing a variety of human resources responsibilities. The Analyst II will also support and promote a positive work environment and productive relationships with all staff ethically and professionally. The incumbent is expected to maintain a high level of confidentiality. Work closely with all levels of CRD management; provide consultation on various personnel-related subjects. Attends a variety of staff meetings and training classes and may be called upon to serve as a lead, train, present, and perform other job-related duties. Interprets and explains civil service law, rules, and procedures. Research specific areas of public personnel management; represent the agency at meetings and conferences; study various personnel operating procedures; prepare reports, manuals, articles, and correspondence.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES AND IS FREE FROM DISCRIMINATION.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>Oversees the processing of recruitments for the California Civil Rights Department (CRD). Provides recommendations on various hiring methods in conformance with Civil Service Regulations to meet specific hiring needs and various other recruitment methods. Researches and interprets California civil service law, rules, departmental policies, and procedures to provide consultation and guidance to management on hiring issues, including recruitment strategies, process improvement, organizational changes, and staffing alternatives. Reviews Request for Personnel Action (RPA) forms, organization charts, duty statements, miscellaneous requests for approval/denial, and memorandums of justifications to ensure requests meet departmental and control agency guidelines. Review comparable classifications to recommend the appropriate class to perform the proposed duties or tasks or which contains the appropriate knowledge or abilities. Assists management in preparing duty statements and organizational charts. Review allocations of organizational structures to determine appropriate hierarchal relationships and identify misallocations. Reviews employee out-of-class claims, merit issue complaints, withhold appeals, and unlawful appointments. Gathers related facts and documentation for analysis.</p>	
20%	<p>Prepares, creates, and posts job advertisements on CalHR's Examination and Certification Online System (ECOS). Ensures job advertisement content and salary are appropriate and accurate, and all requirements of the position are met. Review advertisements to ensure requirements are met per CalHR guidelines and client specifications. Updates hiring managers on job posting status and maintains recruitment reports. Assists and responds to job advertisement inquiries from hiring managers and districts/programs. Maintains recruitment files per SPB/CalHR guidelines, the records retention schedule, and retention</p>	



## Duty Statement

	regulations. Orders certification lists and sends contact/notification letters to the designated recruitments as appropriate. Ensures that candidates meet the minimum qualifications (MQs) for appointment. Determines candidates' eligibility for appointment based on their ranking on the cert list, transfer or reinstatement rules, or other means of appointment per the CalHR and SPB rules and regulations. Requests additional information from candidates, as applicable, to finalize the application review and eligibility determination. Responds to oral and written inquiries from candidates relating to their eligibility determination results and status in the hiring process. Informs hiring managers of eligibility results and provides hiring clearances. Prepares withhold actions per SPB and CalHR laws and regulations for review. Drafts analysis and response to SPB regarding candidate Withhold from Certification appeals, investigates unlawful appointments, and drafts recommendations and correspondences to the employee for management's review.
<b>20%</b>	Preforms departmental position control functions. Reviews and develops STD. 607 forms for all departmental re-classes and submits to the State Controller's Office (SCO). Develops and disseminates position-related reports utilizing HRMS, MIRS, SCO applications, and Microsoft Office Suite. Regularly analyzes, reconciles, and updates various trackers and spreadsheets including, but not limited to, the STD. 607 tracker, Request for Personnel Action (RPA) log, and vacancy reports. Develops recommendations for position control related matters and consults with management on position management issues on a regular basis.
<b>15%</b>	Participates in various task force teams related to process improvements to the department's Classification and Hiring functions. Collaborates with Transactions staff in the interpretation of complex alternate range criteria and salary determinations. Assists management in preparing for and performing hiring interviews: developing application screening criteria, written or oral interview questions, and scoring criteria. Assists management in the hiring process by performing reference or Official Personnel File (OPF) checks. Assists program management in identifying the need to develop new classifications or class series; and assists in preparing action requests for control agencies.
<b>10%</b>	Serve as backup to other analysts in the Hiring Unit. Represent the department at meetings and conferences regarding Classification & Hiring. Prepare related reports, manuals, articles, and correspondence.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other duties as assigned.
<b>TYPICAL WORKING CONDITIONS</b>	
<p>The demands described here are representative of those that the incumbent must meet to successfully perform the essential functions of the job.</p> <ul style="list-style-type: none"> <li>•Requires daily use of a personal computer and related software applications at a workstation.</li> <li>•Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.</li> <li>•Requires prolonged use of a workstation for 6.5 to 7 hours per day.</li> <li>•Requires dependability and excellent attendance records.</li> </ul>	



## Duty Statement

### DESIRABLE SKILLS AND QUALITIES:

- Experience in any of the following areas: human resources, exams, classification and pay, labor relations, or similar analytical/research experience.
- Ability to work independently.
- Strong writing skills and ability to communicate with all levels of staff.
- Ability to reason logically and resolve issues.
- Ability to plan, organize, prioritize, and multi-task workload, as well as work under pressure to meet varying deadlines.
- Proficient computer skills (Word and Excel).
- Experience working with highly confidential information.

### TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed. Travel expenses from your home to your assigned headquarters location is considered a normal commute and are not reimbursable.

### ADDITIONAL POSITION INFORMATION:

#### WORKING CONDITIONS:

The above statements describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with this job.

#### PERSONAL CONTACTS:

The Analyst II has daily contact with CRD management and staff, control agency representatives, union representatives, and other state agency personnel.

#### ACTIONS AND CONSEQUENCES:

The Analyst II must adhere to all applicable laws, rules, policies, and procedures, including but not limited to direction received from the CRD management. The Analyst II interacts appropriately with a wide range of persons, internal and external to the CRD, including other CRD employees and attorneys. The Analyst II appropriately communicates information of a sensitive and highly confidential nature. The position of Analyst II requires the processing of time-sensitive matters/documents. Failure to use good judgment and/or time to process grievances and other Personnel-related matters may jeopardize and/or compromise the rights of both the individual employee in question and the CRD.



## Duty Statement

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

### EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE