

DUTY STATEMENT

1. Institution/Division/Office: Central Office/ Administration/CALCTRA		2. Unit/Industry/Enterprise: Human Resources - Classification & Recruitment (C&R)	
3. Classification Title: Analyst II - Classification & Recruitment Analyst		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-760-5393-812		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Classification and Recruitment (C&R) Supervisor I, the C&R Analyst provides assistance and advice to staff of the California Correctional Training & Rehabilitation Authority (CALCTRA) in Central Office and institution operations pertaining to classification, pay, certification, and other personnel-related issues ensuring a fair, equitable, merit based hiring process is followed.			
8. Work Schedule: Monday - Friday 8:00am - 5:00pm			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Consult with and advise management and staff on personnel practices and procedures; interprets and explains civil service law, rules, regulations, and procedures. Review and analyze all types of requests for personnel action and/or Budget Change Proposals (BCP) to determine appropriateness to ensure that CALCTRA is compliant with all state laws, rules and regulations. Monitor all request for personnel action via Salesforce and take appropriate actions. Work closely with hiring managers and/or personnel liaisons to determine appropriate position allocation, and to develop organizational charts and position duty statements. Act as a subject matter expert (SME) and provide guidance to hiring managers and/or personnel liaisons through every step of the hiring process, such as, developing appropriate screening criteria, and interview questions. Provide recommendations when necessary. Create memos and proposals such as: class analysis, exceptional allocation packages, salary exceptions, and Out-of-Class (OOC) opportunity announcements. Create internal job advertisements, via the Exam and Cert Online System (ECOS). Assist other C&R staff members in ordering appropriate certification list and sending out contact letters.</p>	
35%		<p>Review completed screening criteria and ECOS hiring actions to ensure accuracy. Determine applicants' eligibility type (list, transfer, reinstatement, T&D, etc.) based off employment history and California's laws, rules, and regulations. Ensure all certification lists actions are updated and cleared properly and lawfully. Review application package to ensure candidates meet the minimum qualifications (MQs) of the classification specification. When applicable, contact applicants requesting additional information. Provide status updates to hiring managers and/or personnel liaisons for those approved to interview. Determine appropriate pay range and complete salary determinations on selected candidate.</p>	
20%		<p>Maintain all hiring documents provided either via Salesforce or the C&R shared drive. When applicable, ensure all documents are saved confidentially. Participate in and lead on-the-job training for other C&R staff, hiring managers, and personnel liaison. Work closely with the Salesforce team to amend existing processes or to develop new processes. Attend C&R meetings and provide feedback and input regarding current C&R topics being discussed. Host monthly meetings (in person or electronically) with hiring managers and assigned personnel liaison to discuss any relevant topics. Work closely with other Human Resources (HR) Staff such as Transactions, Exams, and Position Control in an effort to complete hiring packages timely and accurately.</p>	
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<p>9. Percentage (%) of time performing duties:</p> <p>10%</p>	<p>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Assist on interview panels. Conduct on-site audits. Attend job fairs or closure meetings. Perform other job-related duties that may be required.</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Assignments in HR are required to maintain confidentiality of HR and personnel information. This position requires excellent attendance, positive attitude, attention to detail, and the ability to be a positive team player. Complete mandated annual and job-related training.</p>
<p>11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>	
<p>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</p>	
<p>PRINT EMPLOYEE NAME: Vacant</p>	<p>EMPLOYEE SIGNATURE: _____ DATE: _____</p>
<p>PRINT MANAGER/SUPERVISOR NAME: Jennifer Smith</p>	<p>MANAGER/SUPERVISOR SIGNATURE: _____ DATE: _____</p>
<p>HR APPROVAL: JS 1/12/26</p>	