

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
EXECUTIVE OFFICE**

NAME:

CLASSIFICATION: Analyst II

STATEMENT OF DUTIES: Under the direction of the Supervisor I, the Analyst II independently performs the full range of the more complex and varied analytical duties in support of the Executive Office in the area of personnel management and reporting. The Analyst II is expected to be a subject matter generalist on practices related to Directorate Division hiring, Directorate program procedures, as well as the onboarding and separation processes.

SUPERVISION RECEIVED: Reports directly to the Supervisor I, Executive Office.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. May be required to use a computer terminal up to eight hours a day, in order to prepare assignments.

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. Occasional travel is required.

ESSENTIAL FUNCTIONS:

40% **Personnel:** Coordinates and monitors hiring for the Executive Office and Directorate programs. Drafts job announcements for submission to the Office of Human Resources. Develops screening criteria relevant to the vacant position and screens applications in accordance with applicable laws, rules, and department policies. Consults with Directorate managers regarding hiring procedures. Drafts interview questions and suggested responses. Drafts duty statements and makes revisions based on specific state and/or departmental guidelines. Analyzes and interprets classification specifications information from the California Department of Human Resources (CalHR) website to ensure that duties are appropriate for the proposed classification. Prepares justifications for reclassifications, new positions, and reorganizations. Provides consultation to assigned programs on proposed personnel activity. Coordinates and monitors Executive office and Directorate programs personnel management issues to ensure compliance with CalHR, State Personnel Board, and the Division of Administrative Services laws, rules, and/or policies. Conducts reference checks and

reviews employment history for new hires. Schedules fingerprint and badge appointments and maintains live scan clearances for Directorate applicants.

- 20% **Analytical Research:** Independently reviews, researches, and analyzes information upon which the Executive office makes decisions affecting operating procedures. Provides recommendations to management on procedural improvements. Coordinates and works with departmental staff and stakeholders in developing and managing information and progress related to working conditions and/or policy changes for the Department of Justice.
- 20% **Attendance Coordinator:** Serves as the primary point of contact to assist with the facilitation of time submission and absence/leave requests in Workday. Provides division staff general information, resources, and reminders for effective usage of Workday. Initiates and/or verifies time submissions in Workday. Tracks leave balances and assists employees with pay and leave balance questions. Escalates employees' special circumstances to the appropriate Workday partner, such as the Personnel Specialist or Workday Liaison, to provide advanced support and technical assistance. Attends and keeps up to date with various required timekeeper trainings and meetings.
- 10% **Onboarding/Separations:** Assists new Directorate staff with onboarding process. Prepares and updates new employee binder. Assists employees with health benefit coverage inquiries and process completed paperwork. Facilitates the separation process for Directorate employees by preparing paperwork, providing employees with an exit checklist, and ensuring completion of the process. Ensures that leave balances are reconciled with the Office of Human Resources and provides a copy of all forms to the Executive analysts that handle personnel. Works with the Budget Analyst to ensure budget authority verification requests are completed. Works with Exec Support to ensure that the proper equipment is purchased and available for Directorate staff. Ensures the appropriate staff has access and is removed when no longer needed.
- 5% **Bilingual Services Program Liaison:** Represents the Directorate division at meetings with Equal Employment Rights & Resolution Office and relays the information to the appropriate Directorate staff. Works with division supervisors and managers to process bilingual differential pay requests and notifies changes to the Bilingual Services Program Coordinator.
- 5% **Back-up:** Performs back-up analytical services in the absence of the other analysts and the Executive Office's other administrative staff.

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):

Analyst II
Duty Statement
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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

(Rev. 02.2026)