

**DUTY STATEMENT**

Classification: Analyst II	
Working Title: Human Resources Analyst	
Program: Administration	
Division: Human Resources	
Branch:	
Section:	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Telework Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R01	Position Number: 808-102-5393-XXX
Bilingual Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify Language:
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p><b>Job Summary:</b></p> <p>Under the general direction of the Section and/or Unit Chief, the Human Resources Analyst performs the more responsible, varied, and complex human resources analytical assignments such as program evaluation and planning; policy analysis and formulation; systems development; planning, management, and personnel analysis; and continually provide consultative services to management or others. The Human Resources Analyst performs duties which are sensitive, analytical, complex and confidential in nature. In addition, the Human Resources Analyst researches broad areas of interest, problems and procedures; gathers and analyzes information; prepares reports and formulates alternatives/solutions and recommendations using a high degree of independence and initiative. The Human Resources Analyst acts as lead and may provide general direction to the staff.</p>	

**Job Summary (cont):**

*The duties 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	Independently performs a wide variety of administrative and analytical assignments related to the Human Resources Division (HRD). Reviews and prepares a wide variety of program documentation, ensuring accuracy, completeness, and compliance with established laws and regulations. Participates as management support in complex and sensitive human resources meetings in order to facilitate cross-departmental projects/initiatives. Researches and prepares correspondence and ad hoc reports. Researches and analyzes complex/sensitive/confidential issues and concerns on a broad range of human resources problems/questions. Represents the section/division in internal and external meetings, projects, workgroups, task forces, or committees. Drafts meeting notes and minutes. Reviews, analyzes, evaluates, processes, and coordinates various assignments as requested by management. Identifies, organizes, and evaluates the issues and necessary resources involved in each assignment. Keeps management informed on assignment status; develops and maintains a tracking system and monitors completion deadlines.
40%	Provides research and analysis for strategic organizational priorities, supporting projects, updating templates, assembling materials, facilitating meetings, taking and disseminating meeting notes and responding to various program inquiries. Conducts research, surveys and analyzes data, related to policies and regulations. Identifies problems and makes recommendations or requests assistance if needed. Prepares monthly reports, formulates alternatives and recommendations with supporting analysis, documentation and statistics. Prepares confidential and/or sensitive correspondences in response to written or verbal inquiries. Provides research and analysis for strategic organizational priorities and keeps management informed on the status of assignments and their anticipated deadlines and due dates. Performs lead responsibilities and provides training when necessary.
15%	Develops, maintains, and revises human resources desk manuals and resource materials. Prepares reports and recommendations for upper management to implement quality improvement measures. Responds to complex written and telephone inquiries. Prepares correspondence, memorandums, etc., as requested.

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<b>% of Time</b>	<b>Essential Functions</b>

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Performs other job-related duties as assigned. Assists in other areas to cover absences, equalize work periods, or otherwise balance workload as directed by a supervisor.

**Supervision Received:** Under General Supervision by the (enter supervisor classification):  
 Section/Unit Chief (Supervisor I/II) \_\_\_\_\_.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and human resources problems.
- Ability to communicate clearly and professionally, both verbally and in writing, with internal and external stakeholders.
- Ability to consult with and advise administrators or other interested parties on a wide variety of human resources subject-matter areas
- Demonstrated ability to work independently and collaboratively to achieve common goals.
- Strong interpersonal skills, discretion, and ability to maintain a high degree of confidentiality and initiative in performing tasks.
- Experience and/or knowledge of process improvement best practices, trends, and methodologies.
- Understanding of the State Civil Service Merit System, hiring trends, and best practices.
- Knowledge of human resources systems/programs such as ECOS, HRIS, and PIMS.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
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**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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**Supervisor Acknowledgement:** 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 a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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**DUTY STATEMENT**

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Working Title: Human Resources Analyst	
Program: Administration	
Division: Human Resources	
Branch:	
Section:	
Unit:	
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COI Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: R01	Position Number: 808-102-5393-XXX
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
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<p><b>Job Summary:</b></p> <p>Under the general direction of the Section and/or Unit Chief, the Human Resources Analyst gathers, tabulates, and analyzes data; draws organization, workload, and other charts; interviews and consults with departmental officials, employees, and others to give and secure information; prepares reports and makes recommendations on human resources procedures, policies, and program alternatives; makes decisions on personnel and other administrative matters of average complexity; works as a human resources consultant; and prepares correspondence. The Human Resources Analyst performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; planning; training; management; and personnel analysis; and performs other work related to human resources.</p>	

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<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	Under supervision, perform a wide variety of administrative and analytical assignments related to the Human Resources Division (HRD). Reviews and prepares a wide variety of program documentation, ensuring accuracy, completeness, and compliance with established laws and regulations. Participates as management support in complex and sensitive human resources meetings in order to facilitate cross-departmental projects/initiatives. Researches and prepares correspondence and ad hoc reports. Researches and analyzes complex/sensitive/confidential issues and concerns on a broad range of human resources problems/questions. Under supervision, represents the section in internal and external meetings, projects, workgroups, task forces, or committees. Drafts meeting notes and minutes. Reviews, analyzes, evaluates, processes, and coordinates various assignments as requested by management. Identifies, organizes, and evaluates the issues and necessary resources involved in each assignment. Keeps management informed on assignment status; develops and maintains a tracking system and monitors completion deadlines.
40%	Assists in providing research and analysis for strategic organizational priorities, supporting projects, updating templates, assembling materials, facilitating meetings, taking and disseminating meeting notes and responding to various program inquiries. Conducts research, surveys and analyzes data, related to policies and regulations. Identifies problems and makes recommendations or requests assistance if needed. Prepares monthly reports, formulates alternatives and recommendations with supporting analysis, documentation and statistics. Under supervision, prepares confidential and or sensitive correspondences in response to written or verbal inquiries. Provides research and analysis for strategic organizational priorities and keeps management informed on the status of assignments and their anticipated deadlines and due dates.
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