



- Current
- Proposed

Civil Service Classification: Analyst II
Working Title: HR Consultant
Division Branch Name: Division of Administrative Services/Human Resources Branch
Incumbent: Vacant
Position Number: 797-650-5393-950
Effective Date:
Conflict of Interest (COI): Y
FLSA Status: Non-Exempt
CBID: R01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workforce workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

DESCRIPTION:

Under the general direction of the Staff Services Manager I (Human Resources Manager) and in collaboration with Human Resources staff, the Analyst II independently performs a variety of complex classification and pay, recruitment, hiring assistance, allocations, reporting structures, position justifications, progressive discipline, and complex or special projects pertaining to Human Resources (HR) for the California Department of Aging (CDA).

The incumbent will provide consultation to supervisors and managers, offering expert guidance on California civil service laws, rules, and policies related to recruitment, position management, and all aspects of employee performance, including performance management and progressive discipline. This position requires interpersonal, analytical and communication skills in carrying out the responsibilities.

ESSENTIAL JOB FUNCTIONS:

35% Advises managers and supervisors on recruitment efforts; ensures Request for Personnel Action (RPA) packages align with CDA and control agency guidelines; trains hiring managers on use of ECOS to manage recruitments; reviews applications to ensure candidates meet the minimum qualifications (MQs) and are eligible for appointment; processes withhold actions in accordance with SPB and CalHR laws and regulations when applicable. 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 when determined appropriate in ECOS. Analyzes and prepares SPB appeal responses.

Reviews hiring packages from supervisors and ensures all hiring and selection documents are accurate and merit-based. Assists supervisors and managers with the development of interview questions and screening criteria. Performs Attends mandatory trainings and control agency forums.

30% 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 RPA packages, organization charts, duty statements, and justifications to ensure requests meet departmental, civil-service, and control agency guidelines. Analyzes and makes recommendations on RPA requests. Conducts detailed classification analyses to determine appropriate allocation levels and classifications; reviews requests for hiring above minimum; alternate range criteria eligibility, pay differentials, work week Groups, out-of-class, and training and development assignments; reviews class consolidation proposals and ensures appropriate employee placement; consults managers on position reclassification needs and appropriateness.

Conducts various audits of hiring documents, and captures data to prepare reports. Conducts desk assessments for various classifications and makes recommendations for corrective action plans. Analyzes reorganization requests from programs and determines if appropriate. Drafts response memos to programs. Conducts Workforce meetings with programs to determine recruitment strategies and priorities and develop solutions for any identified recruitment issues. Conduct trainings on Best Hiring Practices.

30% Provides performance consultation and recommendations to managers and supervisors concerning employee performance and conduct issues and the civil service progressive discipline process, including preventative, corrective, and formal adverse action phases. Drafts and prepares disciplinary actions, including expectations and counseling memoranda, adverse actions, non-punitive actions, rejections during the probationary period, automatic resignations, denials of salary adjustments or range changes, terminations with fault, and other related matters, and collaborates with CDA's Office of Legal Services to ensure disciplinary actions are legally sufficient and supported by documentation. Provides consultation to managers and supervisors on documenting performance issues and implementing corrective actions and



develops and delivers training to managers and supervisors on progressive discipline, performance management, and documentation best practices. Advises management on efforts to prevent, identify, and correct performance or conduct issues before formal disciplinary action becomes necessary. Tracks probationary reports and performance appraisals to ensure managers and supervisors complete them in a timely manner. Prepares counseling memoranda and adverse actions and consults with CDA's Legal Office on all punitive actions, and prepares and conducts performance management trainings for supervisors and managers.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties as assigned, including completing specialist projects, and recommending personnel bulletins and CDA news updates on behalf of HRB.

TRAVEL: N/A

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:



- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: TB Date Approved: 9/12/2024

Revision Date (if applicable): _____



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Primary Domain(s): N/A

DESCRIPTION:

Under the supervision of the Staff Services Manager I (Human Resources Manager) and in collaboration with Human Resources staff, the Analyst I performs a variety of classification and pay, hiring assistance, recruitment, allocations, reporting structures, position justifications, and complex or special projects pertaining to Human Resources (HR) for the California Department of Aging (CDA). The incumbent will provide consultation to supervisors and managers on all aspects of employee performance, including progressive discipline. This position requires interpersonal, analytical and communication skills in carrying out the responsibilities.

ESSENTIAL JOB FUNCTIONS:

40% Advises managers and supervisors on recruitment efforts; ensures Request for Personnel

Action (RPA) packages align with CDA and control agency guidelines; trains hiring managers on use of ECOS to manage recruitments; reviews applications to ensure candidates meet the minimum qualifications (MQs) and are eligible for appointment; processes withhold actions in accordance with SPB and CalHR laws and regulations when applicable. 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.

Maintains recruitment files in accordance with State Personnel Board/California Department of Human Resources guidelines, the CDA records retention schedule and retention regulations. Attends mandatory trainings and control agency forums.

30% 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 RPA packages, organization charts, duty statements, and justifications to ensure requests meet departmental, civil-service, and control agency guidelines. Analyzes and makes recommendations on RPA requests. Conducts detailed classification analyses to determine appropriate allocation levels and classifications; reviews requests for hiring above minimum; alternate range criteria eligibility, pay differentials, work week Groups, out-of-class, and training and development assignments; reviews class consolidation proposals and ensures appropriate employee placement; consults managers on position reclassification needs and appropriateness.

25% Provides performance consultation and recommendations to managers and supervisors concerning employee performance and conduct issues, the civil service progressive discipline process (preventative, corrective and formal adverse action phases), expectations and counseling memoranda, adverse actions, non-punitive actions, rejections during probationary period, automatic resignations, denials of salary adjustment or range change, terminations with fault, and other related matters. Consult with managers and supervisors regarding efforts to prevent, identify and correct performance and/or conduct issues before punitive action becomes necessary. Track probationary reports and performance appraisals, ensuring managers and supervisors complete them timely.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties as assigned, including completing specialist projects, and recommending personnel bulletins and CDA news updates on behalf of HRB.

TRAVEL: N/A



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- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

Duties meet class specification and allocation guidelines.

Exceptional allocation, STD 625 on file.

Analyst initials: TB Date Approved: 3/5/2026

Revision Date (if applicable): _____