

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources	EFFECTIVE DATE
BRANCH/SECTION Talent Acquisition Unit	CLASS TITLE Analyst II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 4:30 p.m.	PHYSICAL WORK LOCATION Sacramento, Los Angeles, San Francisco
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-5393-009

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under direction of the Supervisor I, Talent Acquisition Unit Manager, incumbent independently performs a variety of professional tasks, as well as difficult detail-oriented analytical work. The incumbent is regularly required to apply state law and departmental and control agency rules and regulations, independently analyze and make recommendations, apply good judgment, fair and consistent practices, pertaining to recruitment, selection, career counseling and other special programs.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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ESSENTIAL FUNCTIONS:

25%

Outbound recruitment activities:

Serves as the lead outbound recruitment analyst by managing the LinkedIn Recruiter seat as the primary outreach tool, consulting with Hiring Managers as well as the Classification & Hiring and Exams Units, and conducting public workshops to provide guidance on recruitment and selection best practices.

Lead outbound recruitment efforts, including sourcing, cold outreach, and talent market research. Track and report outbound recruitment activities using an in-house Applicant Tracking System. Administer LinkedIn Recruiter platform: engage candidates, use tools like InMail, search filters, and templates to support recruiting needs. Develop and implement targeted recruitment campaigns and strategies to build the California Public Utilities Commission (CPUC) talent pipeline. Collaborate with HR analysts to review qualifications and certification lists. Track, analyze, and report on outbound recruitment activity effectiveness. Maintain in-house Applicant Tracking System and produce recruitment reports. Research and identify qualified candidate groups to build CPUC talent pipeline and reach out to candidates via email, InMail messages, and calls. Develop and present workshops to the public, both virtually and in person.

25%

Inbound recruitment activities:

Serves as the expert inbound recruitment analyst by attending and registering for career fairs and events, administering the Ambassador Program, posting CPUC jobs on external websites, and working with the News Office on marketing and social media campaigns and initiatives to assist in the building and awareness to the CPUC brand to become a State employer of choice.

Coordinate, register, and track CPUC participation in career fairs and events; attend and present both virtually and in person. Manage the Ambassador Program, including training, communicating, scheduling, and ensuring Ambassadors are fully prepared for events. Post CPUC job vacancies on external platforms (e.g., LinkedIn, Handshake), renew subscriptions, and recommend posting strategies based on Return on Investment and recruitment needs.

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	<p>Collaborate with the News Office on marketing, social media campaigns, branding materials, and design of recruitment flyers. Maintain electronic platforms and resources related to recruitment. Track, analyze, and report on the effectiveness of outreach and inbound recruitment activities; recommend improvements. Submit procurement Equipment, Supplies, and Services Request (ESSR) and Travel & Training (TTA) requests for equipment, materials, and reimbursement related to events.</p>
25%	<p>Career development activities: Serves as the expert career development analyst by coordinating the department's Upward Mobility Program (UMP), conducting the Career Counseling Program, and overseeing contracted internship program to assist employees in their career growth. Manage the UMP, including informational sessions for entry-level employees and supervisors. Assist UMP participants in creating personalized Career Development Plans and developing promotional materials. Review and update UMP resources, policies, and implementation plans annually to address program gaps. Oversee the Career Counseling Program, offering guidance to CPUC staff on career options and available resources. Update program materials to reflect trends in classifications and the workforce. Maintain standard operating procedures for knowledge transfer and internal training. Oversee the University Enterprises Incorporated (UEI) internship program, including student tracking, pay reconciliation, and invoice approvals. Report monthly spending to UEI liaisons to ensure budget compliance and update divisional tracking spreadsheets.</p>
20%	<p>Workforce development activities: Serves as the expert workforce development analyst by overseeing the department's Workforce and Succession Plan and administering employee Entrance and Exit Surveys to best understand the department's areas of opportunities. Lead publishing and updating the department's Workforce and Succession Plan using data from various reports and programs. Research and analyze factors impacting the Workforce and Succession Plans. Coordinate annual data updates and assist with Workforce Analysis reporting. Administer employee Entrance and Exit Surveys, ensuring timely distribution to appropriate employees. Review and reconcile reports and rosters from HR units. Maintain the CPUC employee roster in the vendor's system.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u> Oversee shared unit inboxes and other job-related duties as assigned.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services; governmental functions and organization; and methods and techniques of effective communication and leadership.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and</p>

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cooperation of those contacted during the course of work, coordinate the work of others, act as a team leader, and appear before legislative or other committees.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Ability to project your voice to speak in front of various group sizes.
- Occasional travel throughout the state of California to include evenings, weekends, overnight, or several days at a time.
- Ability to lift, push, or pull up to 20 pounds of materials.
- Ability to sit or stand for long periods of time.
- Ability to rent or drive a personal or state-owned vehicle.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Phillip Cohen	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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