

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Analyst II	Bureau of Automotive Repair
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Personnel Liaison	Administration Branch / Personnel Unit / Rancho Cordova
<b>Position Number</b>	<b>Name and Effective Date</b>
646-100-5393-814	

**General Statement:** Under the direction of the Supervisor I, the Analyst II acts as Personnel Liaison and primary Health and Safety contact for the Bureau of Automotive Repair (BAR) and is responsible for providing technical expertise, training, guidance, assistance and support to BAR employees, supervisors, and managers. The Analyst II will perform varied analytical work, will learn the applicable laws and rules of personnel management and apply the information to a variety of BAR analytical assignments related to personnel functions. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

**35% Classification and Compensation Work (E)**

Conducts classification analyses to determine appropriate allocation levels and classifications by reviewing and comparing classification specifications, allocation guidelines, historical data, and duty statements. Utilizes the principles and goals of the HR Modernization system to streamline the recruitment process and implement a consistent recruitment and selection process to aid in the development of a well-qualified, high performance workforce.

Writes justification memos to support proposed position upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in classes, downgrades of existing positions, Training and Development (T&D) assignments, and refills of existing positions. Relays salary information to potential candidates for application screening purposes. Identifies if Hire Above Minimum (HAMs) and T&D assignments may be appropriate, prepares request and submits to the Department’s Office of Human Resources Office (OHR) for final determination. Prepares and revises duty statements and organizational charts for proposed organizational changes. Prepares all personnel transmittal documents; processes all hiring and appointment documents and ensures appropriate completion and routing.

Interprets and advises management and staff on a wide variety of California Department of Human Resources (CalHR), State Personnel Board (SPB), and Bargaining Unit Contract laws, rules, processes and procedures.

Performs reference checks on candidates and conducts Official Personnel File (OPF) reviews. Provides technical direction and assistance to management in vacancy recruitment efforts, which include preparing for and performing hiring interviews. Prepares job posting templates, responds to emails and phone calls from interested parties regarding vacancies, screen applications, and sit on interviewing panels.

Reviews updates from OHR to ensure BAR’s telework policies remain compliant with statewide requirements. Collaborates with OHR to ensure telework plans align with recruitment, retention, workforce development goals, and statewide policy.

**30% Health and Safety Liaison (E)**

Act as the primary Health and Safety Liaison. Analyze, interpret and advise management and staff of the laws, rules, policies, processes and procedures of all Health and Safety Programs, in accordance with DCA, including; Family Medical Leave Act (FMLA), Workers Compensation, Reasonable Accommodation, Temporary Modified Duty Assignments, Catastrophic Leave, Non-Industrial Disability, State Disability Insurance, Paid Family Leave, Leave of Absences, i.e. medical, personal or military, and the Employee Assistance Program.

Respond to requests by interpreting current policy and coordinates the implementation of the request. Coordinate exchange of information between staff and DCA. Monitor the progress and disposition of claims to ensure BAR maintains appropriate files and information relating to claims. Resolve any issues or concerns regarding discrepancies with DCA Health and Safety Coordinators.

**20% Personnel Consultation (E)**

Acts as the initial point of contact for all levels of BAR staff; assists with staff inquiries regarding human resource issues such as recruitment, appointment, classification and pay issues.

Provides guidance and assistance to BAR management in the preparation of performance improvement plans, probationary reports and upward mobility patterns. Works with BAR management and the Department of Consumer Affairs (DCA) Selection Services staff to conduct necessary examinations for BAR.

In conjunction with OHR, assists with resolving issues and concerns relating to attendance, appointment, leave balances, employment history, pay, benefits, and employee information.

**5% Special Projects and Assignments (E)**

As requested by BAR management, independently conducts and completes complex special projects involving human resources issues, as it relates to labor relations or health and safety. Writes/revises BAR's personnel policies and procedures based on changes in the laws/rules governing personnel procedures or changes in Department policy. Develops and presents training to BAR staff and management on personnel matters, including processes and requirements for new and transfer employees, employee performance evaluations, FMLA, and various leave programs.

**5% Research and Analysis (E)**

Researches and prepares reports or issue memorandums with recommendation to management on BAR personnel matters including but not limited to vacancy reports, status reports, expenditures, and changes to or trends in BAR's hiring and recruitment and retention practices.

**5% Miscellaneous (M)**

Assists the Supervisor I with departmental issues such as development of BAR examination plan, sensitive employee issues, providing data for budget projections and attending various meetings, hearings, and conferences when needed, which may include collaborating with OHR.

**B. Supervision Received**

Under the direction of the Supervisor I, the Analyst II receives the majority of assignments from the Supervisor I and may receive assignments from the Supervisor II and/or Executive Management.

**C. Supervision Exercised**

NONE

D. Administrative Responsibility  
NONE

E. Personal Contacts  
The Analyst II has frequent, often sensitive contact with BAR employees; DCA Personnel staff; daily contact with BAR management to consult on routine to sensitive employee issues; occasional contact with the public and other agencies.

F. Actions and Consequences  
Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of BAR management to meet its mission and objectives. Errors could result in BAR employees receiving incorrect pay and benefits, as well as placing the department at risk for grievances, legal action, and possible loss of delegation.

G. Functional Requirements  
The incumbent works 40 hours per week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files.

H. Other Information  
The incumbent is required to travel throughout an assigned geographical area by various methods of transportation when necessary to attend hearings or provide consultation. Incumbent must: maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs. The incumbent must also be aware of potential precedent-setting decisions that could have statewide impact. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide equitable services, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

***This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1<sup>st</sup>, and within 30 days of leaving office.***

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Revised: 4/2026**

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Personnel Liaison	Administration Branch / Personnel Unit / Rancho Cordova
<b>Position Number</b>	<b>Name and Effective Date</b>
646-100-5157-814	

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A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

**35% Classification and Compensation Work (E)**

Assists with classification analyses to determine appropriate allocation levels and classifications by reviewing and comparing classification specifications, allocation guidelines, historical data, and duty statements. Utilizes the principles and goals of the HR Modernization system to streamline the recruitment process and implement a consistent recruitment and selection process to aid in the development of a well-qualified, high performance workforce.

Assists with justification memos to support proposed position upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in classes, downgrades of existing positions, Training and Development (T&D) assignments, and refills of existing positions. Relays salary information to potential candidates for application screening purposes. Identifies if Hire Above Minimum (HAMs) and T&D assignments may be appropriate, prepares request and submits to the Department’s Office of Human Resources Office (OHR) for final determination. Prepares and revises duty statements and organizational charts for proposed organizational changes. Prepares all personnel transmittal documents; processes all hiring and appointment documents and ensures appropriate completion and routing.

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**B. Supervision Received**

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**C. Supervision Exercised**

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Employee Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Revised: 4/2026**