



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Analyst II	<b>DIVISION NAME</b> Administrative Services Division
<b>WORKING TITLE</b> Position Control Analyst	<b>OFFICE/SECTION/UNIT NAME</b> Human Resources Office, Payroll and Benefits Section
<b>EMPLOYEE NAME</b> VACANT	<b>POSITION NUMBER</b> 333-650-5393-705

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the direction of the Supervisor I, the Analyst II is responsible for performing a variety of complex analytical duties related to monitoring and documenting position allocation/position control changes, taking lead, researching and providing support for the California State Payroll System (CSPS) project. This position is responsible for supporting the CSPS team regarding including research on the pay scale redesign, pay letter development and redesign, policy changes, recommendations, and development. The incumbent will also collaborate with Human Resources analysts on complex administrative projects related to, position control and personnel planning.

**SUPERVISION RECEIVED**

Receives direct supervision from the Supervisor I, Payroll and Benefits Section.

**SUPERVISION EXERCISED**

None. May act as a lead on various projects as directed by the Supervisor I.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>45 %</b>	<p><b>Position Control</b></p> <ul style="list-style-type: none"><li>• Serve as the main point of contact for all position control related duties. Provide consultation to department staff for establishing, reclassifying, and maintaining vacant and filled positions.</li><li>• Reconcile all positions by reviewing and analyzing Established Position Reports, and the Position Roster Report with State Controller's Office (SCO) database and taking corrective action.</li><li>• Present any discrepancies to management to maintain accuracy between FI\$Cal and SCO to ensure compliance with the Department of Finance (DOF) guidelines regarding position control.</li><li>• Act as a liaison between Budgets and HR Payroll and Benefits staff for all matters relating to 607's.</li><li>• Create and submit position documents to SCO and to DOF via Budgets. Log, track, and follow up on status with Budgets, SCO and DOF.</li><li>• Assign serial numbers designated formatting structure and maintain accurate position records.</li><li>• Conduct research to resolve the most complex position control related issues.</li><li>• Input newly established Budget Change Proposal (BCP) positions into the position control system.</li><li>• Create blanket positions. Abolish positions that are inactive or without funding. Analyze and review the annual position control process, including Schedule 8 position reconciliation.</li><li>• Draft and revise desk procedures for all position control desk functions.</li><li>• On an annual basis, assist with evaluating, maintaining and processing the Payroll Header Report (PR 421). Establish and update payroll headers using established SCO procedures in coordination with Budgets and SCO to ensure payroll headers are established correctly.</li><li>• Review, update, and maintain ServiceNow HR Profiles and position tables, organizational charts and leave reduction statuses and reports.</li></ul>
<b>40 %</b>	<p><b>California State Payroll System (CSPS) Project</b></p> <ul style="list-style-type: none"><li>• Support CalHR on the CSPS project team providing consultation on appropriate salary, leave determinations, pay scales, and pay letters.</li><li>• Interprets laws and rules on statewide HR programs as they apply.</li></ul>

	<ul style="list-style-type: none"> <li>• Works directly with departments and the SCO to review data and documents for compliance with CalHR's policies, laws, rules and collective bargaining agreements.</li> <li>• Provide recommendations and support for the CSPS project, including communication to management on the state's compensation, pay scales, leave and the State Restriction and Appointment (SROA) programs.</li> <li>• Participates in the development and implementation of related statewide policy.</li> </ul>
<b>10%</b>	<b>Other Human Resources Projects and Procedures</b> <ul style="list-style-type: none"> <li>• Back up of all Payroll, Benefits and Leave staff. Lead special projects, position drills, correspondence and other activities to meet the needs of the program.</li> </ul>
<b>% OF TIME</b>	<b><u>MARGINAL FUNCTIONS</u></b>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

### **KNOWLEDGE AND ABILITIES**

**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.

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

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

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 assigned HR analyst.)

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**HR Analyst: KA**

**Date Revised: 03/17/2026**



**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Analyst I	<b>DIVISION NAME</b> Administrative Services Division
<b>WORKING TITLE</b> Position Control Analyst	<b>OFFICE/SECTION/UNIT NAME</b> Human Resources Office, Payroll and Benefits Section
<b>EMPLOYEE NAME</b> VACANT	<b>POSITION NUMBER</b> 333-650-5157-705

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the direction of the Supervisor I, the Analyst I is responsible for performing a variety of complex analytical duties related to monitoring and documenting position allocation/position control changes, researching and providing support for the California State Payroll System (CSPS) project. This position is responsible for supporting the CSPS team regarding including research on the pay scale redesign, pay letter development and redesign, policy changes, recommendations, and development. The incumbent will also collaborate with Human Resources analysts on complex administrative projects related to, position control and personnel planning.

**SUPERVISION RECEIVED**

Receives direct supervision from the Supervisor I, Payroll and Benefits Section.

**SUPERVISION EXERCISED**

None. May act as a lead on various projects as directed by the Supervisor I.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>45 %</b>	<p><b>Position Control</b></p> <ul style="list-style-type: none"><li>• Serve as the main point of contact for all position control related duties. Complete tasks for establishing, reclassifying, and maintaining vacant and filled positions.</li><li>• Reconcile all positions by reviewing and analyzing Established Position Reports, and the Position Roster Report with State Controller's Office (SCO) database and taking corrective action.</li><li>• Present any discrepancies to management to maintain accuracy between FI\$Cal and SCO to ensure compliance with the Department of Finance (DOF) guidelines regarding position control.</li><li>• Act as a liaison between Budgets and HR Payroll and Benefits staff for all matters relating to 607's.</li><li>• Create and submit position documents to SCO and to DOF via Budgets. Log, track, and follow up on status with Budgets, SCO and DOF.</li><li>• Assign serial numbers designated formatting structure and maintain accurate position records.</li><li>• Conduct research to provide a recommendation of resolution for the most complex position control related issues.</li><li>• Input newly established Budget Change Proposal (BCP) positions into the position control system.</li><li>• Create blanket positions. Abolish positions that are inactive or without funding. Analyze and review the annual position control process, including Schedule 8 position reconciliation.</li><li>• Draft and revise desk procedures for all position control desk functions.</li><li>• On an annual basis, assist with evaluating, maintaining and processing the Payroll Header Report (PR 421). Establish and update payroll headers using established SCO procedures in coordination with Budgets and SCO to ensure payroll headers are established correctly.</li><li>• Review, update, and maintain ServiceNow HR Profiles and position tables, organizational charts and leave reduction statuses and reports.</li></ul>
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	<ul style="list-style-type: none"> <li>• Works directly with departments and the SCO to review data and documents for compliance with CalHR's policies, laws, rules and collective bargaining agreements.</li> <li>• Provide recommendations and support for the CSPA project, including communication to management on the state's compensation, pay scales, leave and the State Restriction and Appointment (SROA) programs.</li> <li>• Participates in the development and implementation of related statewide policy.</li> </ul>
<b>10%</b>	<b>Other Human Resources Projects and Procedures</b> <ul style="list-style-type: none"> <li>• Back up of all Payroll, Benefits and Leave staff. Lead special projects, position drills, correspondence and other activities to meet the needs of the program.</li> </ul>
<b>% OF TIME</b>	<b><u>MARGINAL FUNCTIONS</u></b>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FISCAL's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

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**SIGNATURES**

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 assigned HR analyst.)

---

Employee Signature

Date

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

---

Hiring Manager Signature

Date

**HR Analyst: KA**

**Date Revised: 03/17/2026**