



State of California  
 California Environmental Protection Agency  
 Office Of Environmental Health Hazard Assessment

Incumbent:  
 Classification: Analyst I  
 Position Number: 811-121-5157-702

## DUTY STATEMENT

CURRENT       PROPOSED

RPA Number: HRB-001 FY 25-26	Classification Title: Analyst I	Position Number: 811-121-5157-702
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Administrative Services Division	Section/Unit: Human Resources Branch	Reporting Location: Sacramento
Supervisor's Name: Cassandra Willis	Supervisor's Classification: Supervisor II	CBID: R01
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised:  <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

<b>Human Resources Use Only</b>	
HR Analyst Approval:	Date:
<b>General Statement</b>	
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.	
<b>Position Description</b>	
Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch is responsible for the classification and compensation, progressive	



discipline, recruitment and selection, personnel transactions, worker's compensation, labor relations, equal employment opportunity, and reasonable accommodation functions.

Under general direction of the Chief, Human Resources Branch (HRB) (Supervisor II), the Analyst I performs varied analytical personnel work. The incumbent is expected to take initiative and perform completed staff work in all duties performed. The incumbent performs the following duties and other related work:

**Essential Functions (Including percentage of time)**

25%	Serves as the HRB expert resource and central liaison for Position Control. Verifies accuracy of position requests and completes the required documents to establish, abolish, re-class, re-direct, etc., the position request. Updates the OEHHA organizational charts to coincide with all position activity. Monitors the monthly position roster to ensure all departmental positions are reconciled. Maintains consistent communication with the Budget analyst to track and resolve any outstanding position issues.
25%	Reviews and analyzes Request for Personnel Action (RPA) packages to ensure positions are appropriately classified and allocated. Research and interpret California civil service laws and rules, policies, procedures, and Memorandum of Understandings (MOUs), to provide consultation and guidance to management on position reclassifications or establishments, classification allocation, organizational changes determining the impact on position levels and numbers and staffing alternatives. Ensure the accuracy and completion of recruitment and hiring requests, which includes gathering and preparation of necessary documentation to comply with CalHR's established Best Hiring Practices and other related documents. Monitors recruitment activities and ensures planned recruitment is being accomplished. Research and implement corrections to employee placement problems, including involuntary transfers and staff reductions/redirections. Prepares necessary correspondence to assist with employee hires, promotions, redirections, etc. Provides technical advice on classification and compensation issues to department management and administrative support staff.
20%	Serves as the Management Information Retrieval System (MIRS) Coordinator. Receives requests from Departmental managers to develop reports for a myriad of reasons. Creates, executes, prints, and downloads reports using the State Controller's Office payroll and employment history system. Provides guidance, when necessary, on MIRS reports, for preparing weekly, monthly and quarterly MIRS reports for distribution.
15%	Assists the Administrative Services Division management to ensure RPA packages are complete, and correct; analyzes and determines if duty statements are appropriate and meet the allocation standards for the specific classification prior to submission for review and approval; edits, advises, and consults with management on preparation of justifications as needed. Assists management with onboarding of new staff.
10%	Monitors OEHHA's Telework Program. Reviews employee requests for approval and compliance with the CalEPA Telework Policy, follows up on requests for clarification and/or provides additional information for the employee to complete their telework plan; provides technical assistance and



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	training to employees and management in understanding and use of the CalEPA Telework Program; recommends changes to the Program as needed and ensures that the Program is consistent with other CalEPA Board Department Office programs; and is a member of the OEHHA Telework Team and the CalEPA Telework Advisory Group. Provides necessary information as needed for Control Agency reporting.
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**Marginal Functions (Including percentage of time)**

5%	Participates in Racial Equity and Environmental Justice (REEJ) focused training sessions aimed at enhancing understanding and implementation of REEJ principles within OEHHA's recruitment practices. Performs other duties related to the Analyst I position as needed.
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**Typical Physical Conditions/Demands**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions**

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office arranged in cubicles, not all of which have direct natural illumination. Time critical assignments are part of the workload. Repetitive motion in using office equipment occurs. Travel to off-site meetings may be required as necessary. Participation in teleconferences and webinars is required. May be required to travel to other OEHHA locations for business related needs as necessary.

**Special Requirements of Position (Check all that apply)**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

**Explanation:**



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### Supervisor Statement

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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### Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date
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