

Current Proposed

Classification Title Analyst III	Division/Unit Equity and Accessibility Management Services (EAMSD) / DEIA
Working Title Equity Policy & Data Analyst	HQ Designation CalHR Sacramento
Position Number 363-950-5402-XXX	Date Prepared May 7, 2026
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California’s future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People-Centric, Leadership, Accountability, Diversity, Equity, Inclusion, and Accessibility (DEIA), Integrity, and Transparency.

General Statement

Under the general direction of the Manager II, the Analyst III within the Diversity, Equity, Inclusion, and Accessibility (DEIA) Office serves as the division’s lead analyst for DEIA-related data evaluation, policy integration, and equity-focused analysis.

The Analyst III provides consultative support to leadership and branches across the Equity and Accessibility Management Services Division (EAMSD) by analyzing statewide program data, identifying trends, gaps, or barriers, and developing recommendations that support more inclusive, equitable, and effective human resource practices within CalHR. The position independently leads analytical efforts related to divisional policy development, including legislative and policy analysis, strategic planning, program evaluation, and continuous improvement initiatives, impacting departmental and statewide DEIA programs. The Analyst III contributes to the development of internal and external reports, internal executive briefings, and strategic communication.

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
45%	OV	<p>Data Analysis, Trends, and Reporting</p> <ul style="list-style-type: none"> • Lead complex analysis of statewide program data from Equal Employment Opportunity (EEO), Limited Examination and Appointment Program (LEAP), Reasonable Accommodation (RA), Workforce Analysis, Upward Mobility, Compliance, Discrimination Complaint Tracking System (DCTS), and Language Access programs to identify trends, disparities, or opportunities for improvement. • Develop data-driven recommendations, executive summaries, visualizations, reports, and recommendations that support division planning, communication, policy development, improvement efforts, and decision-making. • Collaborate with EAMSD branches to enhance and integrate data collection processes and integrate DEIA considerations into reporting methodologies. Support the development and refinement of equity and accessibility metrics for internal monitoring, evaluation, and reporting. • Prepare analytical content and findings for executive briefings, statewide reports, leadership discussions, and the annual CalHR DEIA Report. • Research and interpret workforce, demographic, and program data to support division priorities and organizational initiatives.
20%	OV	<p>Policy and Legislative Review</p> <ul style="list-style-type: none"> • Independently analyze, develop, revise, and recommend division policies, procedures, forms, guidance documents, and operational practices related to DEIA programs and initiatives to integrate equitable and inclusive practices. • Conduct legislative and bill analysis, evaluate regulatory updates, and support the development and implementation of regulatory updates impacting statewide DEIA program and initiatives. • Evaluate policy, legislative, and operational impacts and develop recommendations for leadership consideration regarding implementation considerations, compliance requirements, and process improvements. • Research and evaluate emerging DEIA-related trends, statewide initiatives, and best practices and translate findings into strategic recommendations and process improvements.
20%	OV	<p>Conduct key leader engagement and research</p> <ul style="list-style-type: none"> • Serve as a lead analytical consultant to branch managers and analysts across EAMSD reading data interpretation, program evaluation, workflow analysis, and equity-focused initiatives. • Facilitate cross-branch meetings and working groups to provide analytical insight and support collaborative initiatives. • Provide consultation guidance, upon request, to departments regarding interpretation of DEIA-related data, equity-based analysis, and program considerations
10%	OV	<p>Strategic Project Support</p> <ul style="list-style-type: none"> • Lead or coordinate special projects, division wide research assignments, and executive reporting needs.

		<ul style="list-style-type: none"> • Develop, maintain, and enhance project documentation, data sources, and analytic tools. • Research, analyze, and integrate information for executive briefings, presentation materials, and background summaries for meetings and executive discussions.
Percentage	(O) / (V)	Marginal Job Duties
5%	OV	<ul style="list-style-type: none"> • Participate in division meetings, planning sessions, and professional development activities. • Provide backup support during peak workload periods or absences as needed. • Maintain internal procedures, tracking tools, and documentation related to DEIA initiatives. • Serve on interview panels to support CalHR hiring efforts. • Perform other duties as assigned. • Conduct recruitment outreach in coordination with CalHR's Statewide Recruitment within the Communications Office, as needed.

Supervision Received

The Analyst III reports directly to and receives most assignments from the Manager II; however, direction and assignments may also come directly from the Chief.

Supervision Exercised

None. May act as a lead on some projects.

Special Requirements/Desirable Qualifications

- Experience analyzing data and preparing reports or summaries to support decision-making.
- Experience interpreting policies, legislation, or program requirements and translating them into operational guidance.
- Experience supporting legislative analysis, program implementation, or policy development activities.
- Strong analytical skills and ability to identify trends or patterns in data.
- Experience working with datasets, spreadsheets, or reporting tools.
- Ability to organize complex information and present findings in a clear and understandable format.
- Experience supporting program improvement efforts through research or analysis.
- Knowledge of Equal Employment Opportunity (EEO), workforce data, public sector human resources programs.
- Background or experience in equity, accessibility, inclusion, civil rights, workplace culture, or DEIA-related programmatic efforts and workplace matters. Ability to manage multiple assignments and shift priorities. CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

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	Supervisor Name	Date