



Classification: Analyst II  
 Position Number: 880-600-5393-875

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 25-600-XXX	<b>Classification Title:</b> Analyst II	<b>Position Number:</b> 880-600-5393-875
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Talent Acquisition Analyst	<b>Effective Date:</b> May 2026
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Administrative Services/Human Resources Branch		<b>Section/ Unit:</b> Recruitment Unit
<b>Supervisor's Name:</b> Jagbir Mavi		<b>Supervisor's Classification:</b> Supervisor I

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b> Kathleen Hill	<b>Date:</b> May 2026

<b>General Statement</b>	
Under the direction of the Supervisor I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.	
<b>Position Description</b>	
The Analyst II will coordinate and participate in the Water Boards' outreach efforts via career fairs, job shadow programs, conferences, learning institutions or other recruitment-related events. Attend statewide recruitment meetings. Contact recruiters, colleges, and professional organizations to identify ways to increase recruitment activities. Prepare reports and data for use by management in developing long term workforce/recruitment and succession planning programs for the Water Boards.	
<b>Essential Functions (Including percentage of time):</b>	
35%	Serve on the State Water Resources Control Boards' statewide recruitment team. Plan, develop and implement targeted and innovative departmentwide and regional recruitment and talent acquisition strategies for the Water Boards. Develop targeted advertising and marketing strategies to enhance the Water Boards' brand. Create and maintain process manuals and



	<p>tracking systems to document detailed outreach success. Coordinate and participate in the Water Boards' outreach efforts via career fairs, job shadow programs, conferences, learning institutions or other recruitment related events. Develop standard branding language to create recruitment and outreach materials and collaborate with the Water Boards' media office. Utilize and monitor social media accounts and professional networking sites to identify and source candidates. Consult with subject matter experts in specific positions to determine required skills and gaps that need to be filled in the current workforce. Research, monitor, and evaluate recruitment tools and sites to provide feedback to management. Attend statewide recruitment meetings. Contact recruiters, colleges, and professional organizations to identify ways to increase recruitment activities. Track ongoing progress/status of The Water Boards' recruitment program. Review organizational charts, classification specifications, and minimum qualifications. Analyze data and trends strategically to report to management in forecasting workforce needs, identifying gaps and gathering statistics for targeted recruiting.</p>
30%	<p>Prepare reports and data for use by management in developing long term workforce/recruitment and succession planning programs for the Water Boards. Participate in recruitment and succession planning workgroups. Collect and analyze data to identify trends including recruitment and retention data to determine voids/risks at the Water Boards. Create surveys used by management to evaluate the effectiveness of advertising and identify areas of improvement. Coordinate with departmental representatives in developing plans for their programs. Collaborate with departmental representatives to review existing job recruitment data and develop a formal plan with goals and strategies to increase recruitment efforts and to identify hiring needs. Provide plans and background information to the HRB management for review. Monitor and maintain the Water Boards' HRB recruitment webpage as well as the HRB Recruitment and Internship email inboxes. Clarify simple rules or procedures and answer rudimentary questions regarding the personnel process. Participate in follow-up meetings with departmental representatives to track progress and make necessary changes.</p>
20%	<p>Perform program-related work such as: developing forms, tools and procedures related to recruitment activities. Prepare and review various written assignments, training material and informal/formal communications to staff. Solicit nominations for employee recognition and awards from staff as per departmental policy. Review nomination documents to ensure nominations meet the award eligibility criteria and obtain signatory approvals from management. Register for recruitment fairs, prepare and submit necessary documents related to event payments and approvals.</p>
10%	<p>Assist in maintaining the internship program. Establish and build professional relationships with universities with an emphasis on water programs. Meet and consult with divisions and regional boards to identify internships, fellowships, or other related opportunities. Develop recruiting materials (i.e., brochures, flyers, web content), with an emphasis on providing accurate and pertinent information about the Water Boards. Communicate information related to recruitment events to departmental representatives, external parties (i.e., college career counselors), and prospective job applicants. Network through industry contacts, professional associations, educational groups, etc. Coordinate to build the volunteer and internship</p>



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	programs to enable incumbents to be able to meet entrance requirements for open, civil service examinations.
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**Marginal Functions (Including percentage of time):**

5%	Perform other duties as required.
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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 lb., bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lb., standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

**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
Employee Name	Employee Signature	Date