

☒ Current ☐ Proposed

Classification Title Staff Personnel Program Analyst	Division/Unit PMD/Personnel Services Branch
Working Title Program Consultant	HQ Designation CalHR Sacramento
Position Number 363-670-5313-006	Date Prepared June 9, 2026
Name Click or tap here to enter text.	Effective Date Click or tap here to enter text.

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, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Personnel Services Branch (PSB) Personnel Program Manager II (PPM II), the Staff Personnel Program Analyst (SPPA) is responsible for providing policy and consultation to state departments on employee salary and leave determinations, the administration of the State Restriction of Appointment (SROA) program. Functions also include pay letter development and research. The PSB position will report to the PSB PPM II for general supervision and will be provided day-to-day direction and training from the PSB Personnel Program Advisor. Duties include, but are not limited to, the following:

Job Functions

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

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Represents the State, as an expert, providing consultative services to CalHR staff, departmental personnel officers, other public employers, and employee organizations, regarding the full range of personnel laws, regulations, policies and procedures. Responds to departmental inquiries regarding the application of CalHR laws, rules, regulations and policies. Provides consultation to department human resources office on the statewide administration of leave programs (FMLA, CFRA, military

		leave, disability leave, etc.), salary determinations, salary exceptions, SROA/surplus, and administrative leave programs. Develops and publishes statewide policy as a result of bargaining and legislative changes.
30%	OV	Research, write, develop and issue pay letters. Collaborate with the PMD Analyst, Labor Relations and the State Controller's Office to implement pay letters and ensure timely updates to the Civil Service Pay Scales. Collaborate with the State Controller's Office and other state departments in the review of departmental data and documents for compliance with state laws, rules, regulations, and policies and procedures. Represent CalHR at various statewide forums.
25%	OV	Provides consultation to other CalHR staff as necessary to implement CalHR objectives and other projects assigned, including support of the California State Payroll System functions. Consult with CalHR Labor Relations on the interpretation of Memorandums of Understanding in response to department inquiries. Works with CalHR's Legal Division staff, Legislative Office, and Office of Administrative Law to amend or develop CalHR laws and rules. Analyze and write bill analysis on proposed legislative changes to determine statewide impacts.
Percentage	(O) / (V)	Marginal Job Duties
5%	OV	Work on special projects as required consistent with division needs. Performs other duties as required consistent with division needs.

Supervision Received

The Staff Personnel Program Analyst reports directly to and receives the majority of assignments from the Personnel Program Manager II, PSB; however, direction and assignments may also come from the PMD Chief.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Ability to maintain confidentiality, exercise discretion in discussing work with other departmental staff, and maintain a good working relationship with others. Ability to show initiative, sensitivity, and exceptional judgment when consulting with departments and interpreting policy. The ideal candidate will have thorough knowledge of personnel transactions principles, including related civil service laws, rules, policies, and processes; strong analytical, communication, and writing skills; familiarity with the layoff/SROA program, principles of salary determinations, various employee leaves, and requirements of the Dills Act; the ability and willingness to learn new skills and work as part of a team. The desired incumbent will also possess excellent interpersonal skills and a professional demeanor.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. This position is eligible for at least partial telework.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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