



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Operations/ Talent
Classification	Analyst III
Working title	Senior Talent Engagement Analyst
Position number	418-100-5402-XXX
Prepared date	05-19-2026
Effective date	
Name	Vacant

General Statement

Under the general direction of the Head of Talent and People Services (Manager I), the Senior Talent Engagement Analyst (Analyst III) serves as an advanced journey-level analyst responsible for executing the most complex, sensitive, and specialized talent acquisition, classification and compensation analysis, workforce planning, employee engagement, and workforce compliance initiatives. The incumbent regularly applies a high degree of professional and analytical skill to address complex workforce and talent management challenges. Utilizing independent judgment, the incumbent develops innovative recruitment strategies, strategic hiring justifications, Requests for Personnel Action (RPA) packages, and classification recommendations, while evaluating workforce trends and providing workforce planning recommendations that have a department-wide impact. The incumbent acts as a resource and consultant for hiring managers and external HR partners by providing expert guidance on classification alignment, organizational design, workforce planning, talent acquisition strategies, and civil service hiring requirements to advance the Office of Data and Innovation's (ODI) commitment to diversity, equity,

inclusion, and belonging (DEIB), support informed workforce decisions, and ensure an exceptional candidate experience.

Essential Functions

Percentages	Description
30%	<p>Hiring, Classification and Recruitment Operations</p> <ul style="list-style-type: none"> ● Conducts advanced classification allocation studies, organizational assessments, and workforce analyses using CalHR allocation guidelines, civil service laws, and departmental workforce needs to develop recommendations regarding position establishment, classification alignment, and organizational design. ● Develops Requests for Personnel Action (RPA) packages, position concepts, duty statements, and organizational charts in partnership with hiring managers and HR representatives to support workforce planning initiatives, position establishment requests, and organizational changes. ● Researches, interprets, and applies civil service laws, statewide personnel policies, bargaining unit provisions, and CalHR guidance to resolve complex hiring, classification, compensation, and workforce planning issues while ensuring compliance with state requirements. ● Collaborates with hiring managers, executive leadership, and HR partners to develop complex position justifications, classification recommendations, duty statements, and supporting documentation necessary to establish and recruit for Civil Service, Exempt, and Career Executive Assignment (CEA) positions. ● Conducts compensation and labor market analyses for exempt and specialized positions by researching comparable public and private sector organizations to evaluate market competitiveness and develop salary recommendations that support recruitment and retention objectives. ● Provides consultative workforce planning, classification, and organizational design recommendations to hiring managers and executive leadership to support strategic staffing decisions and alignment with ODI workforce goals. ● Reviews, evaluates, and ensures compliance of complex Requests for Personnel Action (RPAs) with state requirements; analyzes and determines appointment eligibility including minimum qualifications, list eligibility, transfer, and reinstatement criteria. ● Formulates and executes comprehensive, department-wide recruitment strategies for high-priority or multi-layered personnel actions, continuously managing risks or issues that may cause candidate withdrawal. ● Collaborates with CalHR and HR service providers to resolve complex personnel transactions, return-to-work matters, classification issues, and hiring actions by providing analysis, recommendations, and supporting documentation.
15%	<p>Recruitment Outreach and Talent Development Pipeline</p> <ul style="list-style-type: none"> ● Formulates, designs, and implements targeted outreach and search strategies to identify, attract, and secure diverse, top-tier talent pools using industry-leading tools (e.g., LinkedIn Recruiter) and creative methodologies.

Percentages	Description
	<ul style="list-style-type: none"> ● Develops and distributes recruitment announcements and vacancy marketing materials across professional networks, educational institutions, industry organizations, and online recruitment platforms to maximize candidate reach and support recruitment objectives. ● Develops customized recruitment and branding materials, including brochures, presentations, advertisements, and informational resources to promote ODI employment opportunities and strengthen talent attraction efforts. ● Creates and delivers tailored outreach content, presentations, and informational materials that communicate ODI's mission, culture, and career opportunities to prospective candidates and professional communities. ● Represents ODI at virtual and in-person recruitment events, conferences, career fairs, and networking opportunities to increase awareness of ODI career opportunities, cultivate professional relationships, and expand talent pipelines. ● Conducts individualized candidate consultations and informational meetings to explain state hiring processes, examination requirements, and application procedures, helping prospective candidates successfully navigate civil service and exempt hiring pathways.
15%	<p>Onboarding</p> <ul style="list-style-type: none"> ● Coordinates and facilitates onboarding activities for new employees by partnering with hiring managers and operational stakeholders to ensure successful integration into ODI and a positive employee experience. ● Develops and maintains onboarding resources, training materials, welcome communications, and role-specific tools to support employee readiness and successful transition into ODI. ● Conducts new hire orientation sessions and prepares onboarding communications, checklists, announcements, and informational materials to ensure employees understand organizational expectations, resources, and available support services ● Partners with other operations teams (e.g. IT, HR, Security) to prepare credentials, tools and systems access for new hires. ● Evaluates onboarding processes, employee feedback, and onboarding outcomes to develop and implement process improvements that enhance employee engagement, accelerate workforce integration, and support employee retention.
15%	<p>Employee Engagement, Wellness, and DEIB</p> <ul style="list-style-type: none"> ● Conducts advanced research on emerging diversity, equity, inclusion, and belonging (DEIB) activities, practices, workforce trends, employee engagement strategies, and organizational innovations across public and private sectors; develops findings, options, and programmatic recommendations for Talent leadership consideration. ● Designs, develops, and evaluates the impact of department-wide employee engagement initiatives, wellness programs, employee recognition activities, and

Percentages	Description
	<p>cross-functional collaboration opportunities to strengthen workplace culture and employee engagement.</p> <ul style="list-style-type: none"> ● Supports the designated Wellness Coordinator by conducting critical reviews of CalHR wellness policy directives, analyzing internal needs, and supporting the deployment of programs that support healthy lifestyles. ● Collects, manages, and analyzes employee engagement, culture, wellness, and DEIB-related workforce data, including survey and pulse check feedback, to develop communications, technical reports, presentations, and recommendations for leadership review and decision-making.
10%	<p>People Services and Compliance</p> <ul style="list-style-type: none"> ● Reviews and monitors employee time reporting records using Tempo and applicable labor agreements to ensure compliance with bargaining unit provisions, FLSA requirements, leave policies, and departmental procedures; coordinates with supervisors and employees to resolve discrepancies and support timely payroll processing. ● Conducts annual telework audits to ensure compliance with telework agreements and provides support to staff and managers to maintain adherence. ● Develops, facilitates, and evaluates interview panel training and hiring-related educational programs to promote consistent application of merit principles, equitable hiring practices, and compliance with civil service laws and departmental recruitment procedures. ● Monitors department-wide completion of mandatory training requirements by tracking participation, analyzing compliance data, communicating requirements, and coordinating follow-up activities to ensure compliance with statewide and departmental mandates. ● Maintains and analyzes leave utilization records, including Personal Leave Program (PLP) and leave year balances, to support employee inquiries, identify compliance concerns, and provide information to leadership and HR partners ● Participates in the Disability Advisory Committee (DAC) by providing workforce insights, supporting accessibility initiatives, and contributing recommendations that promote an inclusive workplace environment.
10%	<p>Workforce Planning, Strategy, and HR Operations</p> <ul style="list-style-type: none"> ● Conducts workforce analyses and develops workforce development strategies using staffing trends, organizational priorities, workforce data, and business needs assessments to support recruitment, retention, succession planning, and organizational effectiveness. ● Evaluates current and projected workforce needs in collaboration with hiring managers and leadership by analyzing staffing levels, workforce trends, and organizational objectives to develop recruitment and succession planning recommendations. ● Administers exit surveys, employee engagement surveys, and culture pulse assessments; analyzes qualitative and quantitative feedback to identify

Percentages	Description
	<p>workforce trends, evaluate organizational health, and develop recommendations that improve employee experience, engagement, and retention.</p> <ul style="list-style-type: none"> ● Develops workforce planning, succession planning, and talent management reports by analyzing workforce demographics, staffing data, recruitment metrics, and organizational trends to support leadership decision-making and long-term workforce strategies. ● Leads and participates in cross-functional projects related to talent acquisition, workforce planning, employee engagement, organizational development, and operational improvement by conducting research, facilitating stakeholder collaboration, and developing recommendations for leadership consideration ● Provides analytical and operational support across human resources functions, including recruitment, workforce planning, onboarding, employee engagement, compliance monitoring, and personnel administration to ensure effective, compliant, and efficient delivery of talent services throughout ODI.

Marginal Functions

%	Description
5%	<ul style="list-style-type: none"> ● Perform other staff assignments as appropriate and required.

Supervision Received

The Senior Talent Engagement Analyst reports to the Head of Talent and People Services (Manager I). In the absence of the Head of Talent this position will report to the Chief People and Culture Officer (Manager II).

Supervision Exercised

None.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI’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. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

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 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 Printed 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 Printed Name	Date