

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
CLASSIFICATION SERVICES UNIT**

NAME:

CLASSIFICATION: Analyst II

WORKING TITLE: Classification Services Consultant

POSITION NUMBER: 420-057-5393-XXX

STATEMENT OF DUTIES: Under the general direction of the Supervisor I, the Analyst II serves as a consultant for the Office of Human Resources (OHR), Talent Acquisition, Classification Services Unit (CSU). The Analyst II provides analytical expertise and technical guidance, and acts as a resource on complex, technical, and often sensitive and confidential classification matters. The Analyst II must maintain knowledge of evolving departmental and control agencies' policies and procedures to be applied to CSU tasks. The Analyst II will be expected to review a variety of organizational changes and justification packages, including but not limited to, re-classifications, upgrades, and various types of position movements. The Analyst II will independently lead various types of classification- related projects. The Analyst II will also collaborate closely with their assigned programs and other OHR units to resolve issues and develop solutions.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

- 45%** Independently completes tasks and addresses complex issues involving classifications, allocations, reporting structures, and equity of pay, advising internal and program management on the appropriate use of such and ensuring compliance with departmental policies and procedures, as well as policies from control agencies such as the State Personnel Board and the California Department of Human Resources (CalHR). Reviews and analyzes various types of justification packages and provides recommendations to internal management regarding particularly sensitive or complex requests. Advises and collaborates with all levels of management on classification and organizational issues and processes, as they relate to compliance with laws,

regulations, collective bargaining agreements, and departmental policies and practices. Reviews complex position allocation requests which include developing appropriate alternatives to meet program needs. Reviews and analyzes new regulatory changes, developing solutions and allocation standards or guidelines as needed. Reviews requests such as hardship transfers, promotions-in-place, and confidential designations.

- 15%** Drafts classification and compensation packages, and board items for submission to CalHR. Collaborates with the OHR Personnel Officer to facilitate mandatory returns to the Department of Justice. Maintains information regarding exceptional allocations on the CalHR delegation spreadsheet and ensures all updates are completed timely. Assesses the department's existing classification plan and identifies alternatives for changes and improvements.

Serves as a subject matter expert (SME) and consultant regarding all aspects of CSU, staying current on all relevant laws, rules, regulations, and policies. Interfaces and collaborates with the OHR's Hiring and Compensation Unit, Labor Relations Unit, Adverse Action Team, Executive Support, and various Talent Acquisition teams, and other units as needed on issues which have cross-functional areas within OHR and develops solutions in conjunction with the other units.

- 15%** Provides training to departmental staff on CSU issues and creates modules and related materials (manuals, job aids, PowerPoint presentations, handouts, etc.) to be utilized in training sessions. Develops tools and resources relating to CSU methodologies for both internal and external use. Provides guidance to Division administration staff regarding duty statement approval and other classification and employee requests.

- 15%** Assists with a variety of special studies and administrative projects for departmental management on sensitive issues. Serves on special committees with programs to address special organizational needs. Independently assesses, researches, and develops new classification processes and procedures to supplement the department's existing classification plan, identifying program needs and alternatives. Conducts position audits and special classification and pay studies.

- 5%** Initiates various business processes utilizing Workday to accomplish tasks related to CSU functions, including reclassing positions and moving workers or positions. Coordinates with the Workday Team to establish, modify, or close reporting structures within Workday. Reviews and approves CSU-related tasks within Workday, including determining reinstatement rights.

- 5%** Serves as a backup to other CSU consultants and assists with other tasks as needed. May serve as a SME during the job analysis and exam development process.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

CSU - Analyst II Duty Statement

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date

(Revised 02/2026)

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
CLASSIFICATION SERVICES UNIT**

NAME:

CLASSIFICATION: Analyst I

WORKING TITLE: Classification Services Consultant

POSITION NUMBER: 420-057-5157-XXX

STATEMENT OF DUTIES: Under the supervision of the Supervisor I, the Analyst I in the Office of Human Resources (OHR), Talent Acquisition, Classification Services Unit (CSU) provides analytical and consultative services for various programs within the department. The Analyst I serves as a resource on less complex, but often sensitive and confidential, classification matters. The Analyst I must maintain knowledge of evolving departmental and control agencies' policies and procedures relating to CSU tasks. The Analyst I assists with the research, development, and implementation of new and streamlined processes and procedures relating to atypical appointment and re-assignment requests, as well as allocations.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

- 45%** Completes tasks and addresses issues involving classifications, allocations, reporting structures, and equity of pay, advising management on the appropriate use of such according to the department's classification plan and ensuring congruence with policies from control agencies such as the State Personnel Board and the California Department of Human Resources (CalHR). Reviews and analyzes justification packages comprised of organizational charts, duty statements, and other documents. Provides recommendations on complex justifications to CSU management for approval, as needed. Reviews and approves duty statement revisions and provides guidance on the development of new duty statements. Researches all relevant laws, rules, regulations, and policies when analyzing justifications ensuring consistency and compliance.
- 20%** Works collaboratively with assigned programs on issues involving classifications, reporting structures, duty statements, or other related situations. Provides support, guidance, and information to solve problems, resolve complex issues, and determine

the best course of action. Answers questions from program, with a customer-oriented mindset, seeking to understand and educate in a respectful manner.

- 10%** Assists with a comprehensive classification and allocation training program to address the needs of departmental staff. Assists in the facilitation of training for departmental staff on CSU issues and upon request, updates modules and related materials (manuals, job aids, PowerPoint presentations, handouts, etc.) to be utilized in training sessions. Assists in the development of tools and resources relating to CSU methodologies for both internal and external use.
- 10%** Assists with drafting classification and compensation packages, including board items for submission to CalHR. Reviews and analyzes new regulatory changes, developing solutions and allocation standards or guidelines as needed.
- 5%** Initiates various business processes utilizing Workday to accomplish tasks related to CSU functions, including reclassing positions and moving workers or positions. Coordinates with the Workday Team to establish, modify, or close reporting structures within Workday. Reviews and approves CSU-related tasks within Workday, including determining reinstatement rights.
- 5%** Interfaces and collaborates with the OHR's Hiring and Compensation Unit, Labor Relations Office, Executive Support, and other various OHR units as needed on issues which include cross-functional areas.
- 5%** Serves as a backup to other CSU consultants and assists with other tasks as needed. May serve as a subject matter expert during the job analysis and exam development process.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date