



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Human Resources Office (HRO)	POSITION NUMBER	300-145-5157-XXX
CLASSIFICATION	Analyst I		

SCOPE

Under the supervision of the Supervisor II responsible for the Classification and Pay (C&P) Unit within the Human Resources Office (HRO), the Analyst I performs analytical and technical personnel functions related to classification and pay, recruitment, examinations, personnel selection, and employee relations.

The incumbent performs assigned workload under supervision, conducts research and analysis, and applies applicable civil service laws, rules, and departmental policies to support personnel program activities. The Analyst I provides consultation to management and staff regarding assigned personnel matters and ensures timely, accurate, and consistent service delivery.

ESSENTIAL FUNCTIONS

40%	<p>Recruitment, Examinations, and Personnel Selection</p> <p>Perform assigned recruitment and examination activities, including job analysis, recruitment planning, duty statement review and development, examination development, examination validation, recruitment package preparation, and recruitment administration.</p> <p>Develop or administer examinations; evaluate applicant eligibility to participate in examinations, applicable examination requirements, and Minimum Qualifications in accordance with applicable laws, rules, regulations, and departmental policies.</p> <p>Review recruitment packages, selection documentation, hiring recommendations, and appointment documentation to ensure completeness, accuracy, and compliance with merit-based hiring principles.</p> <p>Provide information and consultation to hiring managers, applicants, employees, and other stakeholders regarding recruitment processes, examination procedures, list eligibility, transfer eligibility, reinstatement eligibility, certification, appointment options, and personnel selection requirements.</p> <p>Administer assigned recruitment and examination workload, including applicant correspondence, examination administration, certification activities, eligibility determinations, appointment documentation, and related recruitment activities.</p> <p>Research and analyze recruitment and examination-related inquiries, appeals, and issues; consult with internal and external partners, including CalHR and SPB, as appropriate; prepare recommendations and draft responses for technical and management review.</p>
30%	<p>Classification and Pay</p> <p>Review and evaluate duty statements, organizational structures, and position-related requests to ensure appropriate classification and compliance with applicable civil service</p>

	<p>laws, rules, regulations, and departmental policies.</p> <p>Review and analyze assigned classification and pay requests, including promotions in place, classification changes, reorganizations, salary determinations, and other related actions; prepare recommendations and supporting documentation in accordance with applicable laws, rules, regulations, and departmental policies.</p> <p>Provide consultation and guidance to management and staff regarding classification and pay requirements, duty statements, salary determinations, position-related matters, and interpretation of applicable personnel laws, rules, regulations, and departmental policies.</p> <p>Prepare, review, and maintain documentation related to classification and pay activities, organizational changes, and other assigned personnel actions.</p>
20%	<p>Employee Relations and Performance Management Support Provide analytical support and consultation regarding assigned employee relations and performance management matters.</p> <p>Review and analyze performance evaluations, probationary reports, corrective action documentation, and related personnel records to ensure consistency, compliance, and adherence to applicable laws, rules, regulations, and departmental policies.</p> <p>Research and analyze employee relations issues, interpret applicable personnel laws, rules, regulations, and policies, and prepare recommendations and draft correspondence for management review.</p> <p>Advise and assist management in addressing performance concerns, corrective actions, and other employee relations matters by providing guidance on appropriate personnel practices and available courses of action.</p> <p>Consult with internal and external partners, including CalHR and SPB, as appropriate, regarding employee relations matters requiring additional guidance or interpretation.</p>
5%	<p>Personnel Program Support and Consultation Maintain and update personnel tracking tools, databases, logs, vacancy reports, recruitment tracking documents, and other program records to support unit operations.</p> <p>Monitor and maintain assigned workload tracking to support timely completion of personnel activities, reporting requirements, and workload distribution.</p> <p>Participate in personnel program meetings, CalHR forums, training, and other professional development activities to maintain current knowledge of personnel laws, rules, regulations, policies, and best practices.</p> <p>Participate in implementing process improvements, standardized procedures, and operational efficiencies within the unit.</p> <p>Perform special projects and prepare reports, correspondence, research, analyses, and other written materials related to personnel programs as assigned.</p>
5%	<p>Other Related Duties Perform other job-related duties within the scope of the classification as assigned.</p>
KNOWLEDGE, SKILLS, AND ABILITIES	
The incumbent is required to possess the following knowledge:	

- Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

The incumbent is required to possess the following skills and abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
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SUPERVISOR SIGNATURE		DATE	
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PROGRAM BUDGET MANAGER (PBM) NAME			
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PBM SIGNATURE		DATE	
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 Human Resources Office

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NAME		EFFECTIVE DATE	
UNIT	Human Resources Office (HRO)	POSITION NUMBER	300-145-5393-XXX
CLASSIFICATION	Analyst II		

SCOPE

Under the direction of the Supervisor II responsible for the Classification and Pay (C&P) Unit within the Human Resources Office (HRO), the Analyst II performs a full range of analytical and technical personnel functions related to classification and pay, recruitment, examinations, personnel selection, and employee relations.

The incumbent independently manages assigned workload, conducts research and analysis, and applies applicable civil service laws, rules, and departmental policies to support personnel program activities. The Analyst II provides consultation to management and staff on varied personnel matters requiring independent analysis and judgment and ensures timely, accurate, and consistent service delivery.

ESSENTIAL FUNCTIONS

40%	<p>Recruitment, Examinations, and Personnel Selection Coordinate and conduct recruitment and examination activities, including job analysis, recruitment planning, duty statement review and development, examination development, examination validation, recruitment package preparation, and recruitment administration.</p> <p>Develop or administer examinations; evaluate applicant eligibility to participate in examinations, applicable examination requirements, and Minimum Qualifications in accordance with applicable laws, rules, regulations, and departmental policies.</p> <p>Review recruitment packages, selection documentation, hiring recommendations, and appointment documentation to ensure completeness, accuracy, and compliance with merit-based hiring principles.</p> <p>Provide consultation and guidance to hiring managers, applicants, employees, and other stakeholders regarding recruitment processes, examination procedures, list eligibility, transfer eligibility, reinstatement eligibility, certification, appointment options, and personnel selection requirements.</p> <p>Administer assigned recruitment and examination workload, including applicant correspondence, examination administration, certification activities, eligibility determinations, appointment documentation, and related recruitment activities.</p> <p>Research and analyze recruitment and examination-related inquiries, appeals, and issues; consult with internal and external partners, including CalHR and SPB, as appropriate; prepare recommendations and draft responses for technical and management review.</p>
30%	<p>Classification and Pay Review and evaluate duty statements, organizational structures, and position-related requests to ensure appropriate classification and compliance with applicable civil service</p>

	<p>laws, rules, regulations, and departmental policies.</p> <p>Review and analyze classification and pay requests, including promotions in place, classification changes, reorganizations, salary determinations, and other related actions; prepare recommendations and supporting documentation in accordance with applicable laws, rules, regulations, and departmental policies.</p> <p>Provide consultation and guidance to management and staff regarding classification and pay requirements, duty statements, salary determinations, position-related matters, and interpretation of applicable personnel laws, rules, regulations, and departmental policies.</p> <p>Prepare, review, and maintain documentation related to classification and pay activities, organizational changes, and other assigned personnel actions.</p>
20%	<p>Employee Relations and Performance Management Support Provide consultation and analytical support to management and staff regarding employee relations and performance management matters.</p> <p>Review and analyze performance evaluations, probationary reports, corrective action documentation, and related personnel records to ensure consistency, compliance, and adherence to applicable laws, rules, regulations, and departmental policies.</p> <p>Research and analyze employee relations issues, interpret applicable personnel laws, rules, regulations, and policies, and prepare recommendations and draft correspondence for management review.</p> <p>Advise and assist management in addressing performance concerns, corrective actions, and other employee relations matters by providing guidance on appropriate personnel practices and available courses of action.</p> <p>Consult with internal and external partners, including CalHR and SPB, as appropriate, regarding employee relations matters requiring additional guidance or interpretation.</p>
5%	<p>Personnel Program Support and Consultation Maintain and update personnel tracking tools, databases, logs, vacancy reports, recruitment tracking documents, and other program records to support unit operations.</p> <p>Monitor and maintain assigned workload tracking to support timely completion of personnel activities, reporting requirements, and workload distribution.</p> <p>Participate in personnel program meetings, CalHR forums, training, and other professional development activities to maintain current knowledge of personnel laws, rules, regulations, policies, and best practices.</p> <p>Participate in implementing process improvements, standardized procedures, and operational efficiencies within the unit.</p> <p>Perform special projects and prepare reports, correspondence, research, analyses, and other written materials related to personnel programs as assigned.</p>
5%	<p>Other Related Duties Perform other job-related duties within the scope of the classification as assigned.</p>

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Principles, practices, and trends of public and business administration, management,

supportive staff services, and governmental functions and organization.

- Methods and techniques of effective communication and leadership.

The incumbent is required to possess the following skills and abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Coordinate the work of others.
- Act as a team leader.
- Appear before legislative or other committees.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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SUPERVISOR SIGNATURE		DATE	
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PROGRAM BUDGET MANAGER (PBM) NAME			
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PBM SIGNATURE		DATE	
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