

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION SECTION
EXECUTIVE AND INTERNAL SUPPORT SERVICES**

NAME:

JOB TITLE: Analyst III

STATEMENT OF DUTIES: Under the general direction of the Supervisor II, the Analyst III serves as a highly-skilled, independent senior consultant for the Office of Human Resources (OHR), Talent Acquisition, Executive and Internal Support Services. The Analyst III is responsible for performing the more complex and sensitive classification and hiring duties in support of the OHR and Executive programs. In addition, the Analyst III provides highly-technical consultation services, makes strategic recommendations, and implements creative solutions to all areas of OHR and Executive staff personnel management with a high-level of accuracy. The Analyst III may also provide initial guidance and recommendations on employee performance. Successful performance of these duties requires comprehensive knowledge of state personnel and compensation regulations, laws, policies, and best practices, and a strong understanding of Workday.

SUPERVISION RECEIVED: Reports directly to the Supervisor II. May receive direction from Executive-level Directors and/or Chiefs.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary; personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to email, etc.

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.

ESSENTIAL FUNCTIONS

40% As a subject matter expert, provides highly technical consultation services, makes strategic recommendations, and implements creative solutions to all areas of OHR and Executive staff personnel management with a high-level of accuracy, including classification, allocation, hiring and appointments. Drafts the most complex memorandums and letters regarding a variety of policies, procedures, and responses to complex issues. Regularly interfaces with Executive staff regarding specific personnel actions, and ensures any action is in conformance with departmental policies and procedures, labor contracts, as well as with control agency policies, such as those of the State Personnel Board, the California Department of Human Resources (CalHR), and the State Controller's Office. Interfaces with the OHR's Labor Relations, Disciplinary Action, Classification Services, Hiring and Certification, Performance Management, and Payroll and Benefits Services Teams regarding complex personnel management issues.

- 25%** Reviews and analyzes various types of justification packages and provides recommendations to internal management regarding particularly sensitive or complex requests. Reviews and approves Workday business processes related to personnel, and initiates business processes to create positions and revise compensation. Provides lead support and oversight to Executive program liaison. Regularly collaborates with and provides guidance on workload priorities, assignment tracking, and identifying areas of improvement.

- 20%** In collaboration with the Career and Exempt Appointments Unit, creates and prepares packages for new concepts or changes to existing Career Executive Appointments (CEA) positions. Updates CEA return rights determinations and advises Executive staff on reinstatement rights for current CEAs.

- 15%** Researches and develops new and streamlined processes and procedures relating to a variety of Executive staff personnel management issues, and makes recommendations and revisions as appropriate. Serves as a project leader on a variety of special studies and administrative projects for departmental management on sensitive and controversial issues. May participate as a subject matter expert on OHR strategic process improvement activities, such as ensuring a well-trained workforce; and that information delivery strategies, customer service and staff communication goals are met. Advises the Supervisors II in Classification Services and Hiring and Certification of any complex or sensitive issues which may warrant their involvement, and attends a variety of staff and program meetings and training classes.

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.

- 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