



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Northern Field Division	Analyst II	549-683-5393-003		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Sierra District	District Personnel Analyst	R01		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
District Office	Ed Z'berg Sugar Pine Point State Park			
STATE HOUSING	IMMEDIATE SUPERVISOR			
Housing not available	Supervisor I			
SENSITIVE POSITION DESIGNATION (Check if applicable)				
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961				
POSITION DESCRIPTION				
Under the direction of the District Administrative Chief, the Analyst II serves as the District Personnel Analyst and is the primary point of contact for all personnel-related functions for the Sierra District. The incumbent independently performs a full range of complex and sensitive human resources and personnel analysis. The Analyst II exercises a high degree of initiative, discretion, and independent judgment; handles confidential and sensitive information; interprets and applies laws, rules, regulations, and departmental policies; and provides full journey-level guidance to supervisors and employees on all personnel matters. The position also serves as the District Housing Coordinator and ensures accurate, timely, and compliant personnel services across the District.				
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.				
ESSENTIAL FUNCTIONS:				
%	TASK/DUTIES			
30%	<u>Personnel Administration & Human Resources Operations and Analysis</u> This position requires the incumbent to exercise discretion when handling confidential or sensitive issues and have the ability to maintain confidentiality in any situation. Exercises considerable independent judgment in making decisions and taking action in accordance with Government Codes, State laws, and Department policies and procedures. Research and provide recommendations and solutions as needed regarding difficult personnel matters. Serves as the District's subject matter expert for all personnel-related matters and independently administers a full range of complex human resources functions for Permanent, Permanent-Intermittent (PI), Retired Annuitant (RA), and Seasonal employees. The incumbent interprets and applies State and departmental personnel laws, California Code of Regulations, CalHR policies, collective bargaining unit Memorandum of Understanding (MOU) agreements, and departmental directives, and provides expert consultation and problem-solving assistance to managers and supervisors on sensitive or complex personnel issues. Responsibilities include, but are not limited to, hire appointments, transfers, separations, retirements, salary determinations, special pay, benefits and leave programs, workers' compensation coordination, return-to-work issues, PI extensions, and employment verification requests.			

	The incumbent reviews all hiring and personnel documents for completeness, accuracy, and compliance prior to processing; processes and tracks all ServiceNow requests related to personnel actions; serves as the District SME for the Labor Information App (LIA); and maintains the District Staff Table to reflect all new hires, changes, and separations. The Analyst II requests and coordinates Notices of Personnel Action (NOPAs) for new hires and other applicable transactions, prepares and processes documentation pertaining to retiring employees, and processes all personnel transactions related to new hires, rehires, transfers, out-of-class assignments, training and development assignments and all types of separations. Ensures all personnel actions are accurate, timely, fully documented, and compliant with legal and departmental requirements, and maintains strict confidentiality and discretion in handling sensitive employee information. Ensures that all special certificates and licenses are up to date for employee differential pay to prevent over payments to employees. Submits documents for Merit Salary Adjustments (MSA), including denials, while ensuring that all proper documentation has been done to support a denial of an MSA. Utilize knowledge of the Federal/State laws and regulations pertaining to Family Medical Leave, Non-Industrial Disability, and State Disability Insurance to ensure employees eligibility. Complete necessary related documents and insure that the employees are compensated correctly. Liaison between the field division employees and headquarters Human Resources' offices.
20%	<u>District Housing Coordinator</u> Serves as the District Housing Coordinator and is responsible for the administration and oversight of the District's employee housing program in accordance with Department Operations Manual (DOM) Chapter 2200 and all applicable departmental policies and procedures. The incumbent processes all housing contracts, maintains complete, accurate, and current housing records; serves as the primary point of contact for all housing-related questions, issues, and coordination; and ensures consistent compliance with policy, eligibility requirements, and documentation standards. The Analyst II is responsible for keeping the District Housing Plan up to date, preparing and submitting complete and accurate housing packets to Headquarters, and coordinating approvals and required updates. The incumbent will notify supervisors and affected staff of policy changes, updates, assignments, and other housing-related actions; monitors occupancy and status changes; and ensures all actions are properly documented and retained. The incumbent provides guidance to supervisors and employees regarding housing rules, responsibilities, and processes, and exercises discretion and sound judgment in the administration of a sensitive and high-impact program area that directly affects employee living arrangements and departmental risk and liability.
20%	<u>Recruitment and Personnel Actions:</u> Analyzes and processes complex personnel actions related to recruitment, appointments, reclassifications, and redirections in accordance with State and departmental laws, rules, and procedures. Independently initiates, reviews, and completes Requests for Personnel Action (RPAs) and validates position information using Position Control and budget data. Coordinates recruitment activities with the Supervisor I, issuing employment inquiries, verifying candidate eligibility. Works closely with assigned programs to ensure timely and accurate completion of hiring documentation. Partner with hiring managers and program liaisons to post and manage job announcements in CalCareers via the Exam and Certification Online System (ECOS), ensuring alignment with classification specifications and CalHR standards. Maintain recruitment records, including job controls, application logs, and vacancy tracking. Provide guidance on ECOS functionality, recruitment timelines, and certification list management.
15%	<u>Timekeeping & Payroll Coordination</u>

	Serve as the District's lead for all timekeeping and payroll coordination functions for all employees. The incumbent will administer and oversee the District's timekeeping process using the TEMPO timekeeping system. Responsibilities include reviewing, auditing, and processing employee timesheets for accuracy, completeness, and compliance; preparing and processing timesheet amendments and corrections; and ensuring all timesheets are submitted to Headquarters within established monthly deadlines. Serve as the primary liaison between the District and Headquarters/Transaction Unit to resolve complex, sensitive, or escalated payroll issues, including pay discrepancies, dock, overtime, and special pay. The incumbent maintains and monitors PI, RA, and seasonal employee records of hours and days worked to ensure employees remain within their annual hour and appointment limitations, as well as PI hours to determine initial eligibility and continued eligibility for health, dental, and vision benefits, and provide guidance to supervisors and employees regarding thresholds and impacts. Processes catastrophic leave requests, reconcile leave credits with the Workers' Compensation Unit including the restoration of employee leave balances, and ensure accurate leave accounting and documentation. In addition, the Analyst II tracks Uniform Allowance eligibility and qualifying hours, provides employees with timely notification of qualifying allowance periods to ensure proper timing of purchases, prepares and processes Uniform Allowance authorizations, and maintains complete and accurate Uniform Allowance records. The incumbent provides oversight, coordination, and quality control for all timekeeping and payroll-related records and transactions, ensuring compliance with applicable laws, rules, contracts, and departmental policies.
10%	<u>Personnel Records & Information Management</u> Serves as the District authority for personnel records management and the official custodian of employee personnel files (OPF's). The incumbent maintains complete, accurate, and compliant personnel records in accordance with legal, regulatory, and departmental retention and confidentiality requirements, and conducts regular audits and reviews of files and transactions to ensure accuracy, completeness, and compliance. When appropriate, coordinates and controls access to OPF's for internal and external background investigators, Internal Affairs investigators, supervisors, union representatives, and employees, including for preliminary hiring reviews and other authorized purposes, ensuring proper authorization, documentation, and strict confidentiality. The Analyst II also serves as the District Benefits Officer and provides comprehensive benefits administration and counseling services to employees and supervisors. The incumbent provides information and assistance in the completion of required Health, Dental, Vision, Nonindustrial Disability Insurance (NDI), State Disability Insurance (SDI), and In California, the Family and Medical Leave Act (FMLA) forms; audits documentation for accuracy and completeness; and submits required materials to Headquarters in a timely manner. Also responds to employee questions regarding benefit options and costs, researches and determines eligibility, and prepares appropriate benefit enrollment, change, or cancellation documents for employees and dependents. The incumbent advises employees of available options and completes documentation for continuation of health, dental, and vision benefits while employees are on non-pay status, and provides information and forms related to the Deferred Compensation Program, Long Term Care, Group Legal Services, and other California state employee benefit programs. All records and transactions are maintained with a high degree of accuracy, discretion, and sensitivity due to the confidential nature and legal impact of benefits and personnel records.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
<u>WORKING ENVIRONMENT</u>	
Office and outdoor environment, daily use of various computers at main and shared workstations.	
<u>PHYSICAL ABILITIES</u>	

Move about, stand, reach, stoop or bend, use fine motor skills for computer or office machine use, lift boxes up to 50 lbs. and move heavier supplies/equipment using a hand cart.

COGNITIVE ABILITIES

Read, write, and speak in a clear and concise manner. Work cooperatively toward the identification of areas needing improvement. Performs basic mathematical computations associated with assigned duties.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Analyst I	549-683-5157-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	District Personnel Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	Ed Z'berg Sugar Pine Point State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Supervisor I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the District Administrative Chief, the Analyst I serves as the District Personnel Analyst and is a primary point of contact for personnel-related functions for the Sierra District. The incumbent performs a range of human resources and personnel analysis duties, working with the Supervisor I on the complex or sensitive matters. The Analyst I exercises sound judgment, discretion, and initiative; handles confidential and sensitive information; interprets and applies laws, rules, regulations, and departmental policies under supervision; and provides guidance to supervisors and employees on personnel matters, consulting with the Supervisor I on complex or sensitive issues. The position also works close with the Supervisor I as the District Housing Coordinator and helps ensure accurate, timely, and compliant personnel services across the District, working with the Supervisor I on complex housing matters.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<u>Personnel Administration & Human Resources Operations and Analysis</u> This position requires the incumbent to exercise discretion when handling confidential or sensitive issues and have the ability to maintain confidentiality in any situation. Exercises sound judgment in making decisions and taking action in accordance with Government Codes, State laws, and Department policies and procedures, consulting with the Supervisor I on complex or sensitive matters. Researches and provides recommendations regarding personnel matters, working with the Supervisor I on difficult or complex issues. Serves as a District resource for personnel-related matters and, under supervision, administers a range of human resources functions for Permanent, Permanent-Intermittent (PI), Retired Annuitant (RA), and Seasonal employees. The incumbent applies State and departmental personnel laws, California Code of Regulations, CalHR policies, collective bargaining unit Memorandum of Understanding (MOU) agreements, and departmental directives, and consults with the Supervisor I on complex personnel issues requiring expert-level guidance. Responsibilities include, but are not	

	limited to, hire appointments, transfers, separations, retirements, salary determinations, special pay, benefits and leave programs, workers' compensation coordination, return-to-work issues, PI extensions, and employment verification requests, working with the Supervisor I on complex or sensitive cases. The incumbent reviews hiring and personnel documents for completeness, accuracy, and compliance prior to processing; processes and tracks ServiceNow requests related to personnel actions; assists the District SME for the Labor Information App (LIA); and maintains the District Staff Table to reflect new hires, changes, and separations. The Analyst I requests and coordinates Notices of Personnel Action (NOPAs) for new hires and other applicable transactions, prepares and processes documentation pertaining to retiring employees, and processes personnel transactions related to new hires, rehires, transfers, out-of-class assignments, training and development assignments, and separations, working with the Supervisor I on complex or unusual transactions. Ensures personnel actions are accurate, timely, fully documented, and compliant with legal and departmental requirements, and maintains strict confidentiality and discretion in handling sensitive employee information. Ensures that special certificates and licenses are up to date for employee differential pay to prevent overpayments to employees. Submits documents for Merit Salary Adjustments (MSA), including denials, working with the Supervisor I to ensure that all proper documentation supports a denial of an MSA. Applies knowledge of Federal/State laws and regulations pertaining to Family Medical Leave, Non-Industrial Disability, and State Disability Insurance to help ensure employee eligibility, consulting with the Supervisor I on complex eligibility determinations. Completes necessary related documents and ensures employees are compensated correctly. Serves as a liaison between the field division employees and headquarters Human Resources' offices on routine matters.
20%	<u>District Housing Coordinator</u> Assists the District Housing Coordinator function with the administration and oversight of the District's employee housing program in accordance with Department Operations Manual (DOM) Chapter 2200 and all applicable departmental policies and procedures, working with the Supervisor I on complex or sensitive housing matters. The incumbent processes routine housing contracts, maintains complete, accurate, and current housing records; serves as a point of contact for housing-related questions, issues, and coordination; and helps ensure consistent compliance with policy, eligibility requirements, and documentation standards. The Analyst I assists in keeping the District Housing Plan up to date, preparing and submitting housing packets to Headquarters, and coordinating approvals and required updates, under the guidance of the Supervisor I. The incumbent notifies supervisors and affected staff of policy changes, updates, assignments, and other housing-related actions; monitors occupancy and status changes; and ensures actions are properly documented and retained. The incumbent provides guidance to supervisors and employees regarding routine housing rules, responsibilities, and processes, referring sensitive or high-impact housing matters to the Supervisor I for review and decision.
20%	<u>Recruitment and Personnel Actions</u> Processes personnel actions related to recruitment, appointments, reclassifications, and redirections in accordance with State and departmental laws, rules, and procedures, working with the Supervisor I on complex or sensitive actions. Initiates, reviews, and completes Requests for Personnel Action (RPAs) and validates position information using Position Control and budget data, under the guidance of the Supervisor I. Coordinates recruitment activities with the Supervisor I, issuing employment inquiries and verifying candidate eligibility. Works closely with assigned programs to help ensure timely and accurate completion of hiring documentation.

	Partners with hiring managers and program liaisons, under the direction of the Supervisor I, to post and manage job announcements in CalCareers via the Exam and Certification Online System (ECOS), ensuring alignment with classification specifications and CalHR standards. Maintains recruitment records, including job controls, application logs, and vacancy tracking. Provides guidance on ECOS functionality, recruitment timelines, and certification list management, referring complex recruitment questions to the Supervisor I.
15%	<u>Timekeeping & Payroll Coordination</u> Assists the District's lead for timekeeping and payroll coordination functions for all employees, working under the guidance of the Supervisor I. The incumbent helps administer and oversee the District's timekeeping process using the TEMPO timekeeping system. Responsibilities include reviewing, auditing, and processing employee timesheets for accuracy, completeness, and compliance; preparing and processing timesheet amendments and corrections; and helping ensure all timesheets are submitted to Headquarters within established monthly deadlines. Serves as a liaison between the District and Headquarters/Transaction Unit on routine payroll matters, referring complex, sensitive, or escalated payroll issues, including pay discrepancies, dock, overtime, and special pay, to the Supervisor I. The incumbent maintains and monitors PI, RA, and seasonal employee records of hours and days worked to help ensure employees remain within their annual hour and appointment limitations, as well as PI hours to determine initial eligibility and continued eligibility for health, dental, and vision benefits, and provides guidance to supervisors and employees regarding thresholds and impacts, consulting with the Supervisor I on complex situations. Processes catastrophic leave requests, reconciles leave credits with the Workers' Compensation Unit including the restoration of employee leave balances, and helps ensure accurate leave accounting and documentation, working with the Supervisor I as needed. In addition, the Analyst I tracks Uniform Allowance eligibility and qualifying hours, provides employees with timely notification of qualifying allowance periods to help ensure proper timing of purchases, prepares and processes Uniform Allowance authorizations, and maintains complete and accurate Uniform Allowance records. The incumbent assists with oversight, coordination, and quality control for timekeeping and payroll-related records and transactions, ensuring compliance with applicable laws, rules, contracts, and departmental policies, under the guidance of the Supervisor I.
10%	<u>Personnel Records & Information Management</u> Assists with personnel records management and serves as a custodian of employee personnel files (OPF's), working under the guidance of the Supervisor I. The incumbent maintains complete, accurate, and compliant personnel records in accordance with legal, regulatory, and departmental retention and confidentiality requirements, and conducts regular audits and reviews of files and transactions to help ensure accuracy, completeness, and compliance. When appropriate, and with approval from the Supervisor I, coordinates and controls access to OPF's for internal and external background investigators, Internal Affairs investigators, supervisors, union representatives, and employees, including for preliminary hiring reviews and other authorized purposes, ensuring proper authorization, documentation, and strict confidentiality. The Analyst I also assists the District Benefits Officer function and provides benefits administration and counseling support to employees and supervisors, working with the Supervisor I on complex benefits matters. The incumbent provides information and assistance in the completion of required Health, Dental, Vision, Nonindustrial Disability Insurance (NDI), State Disability Insurance (SDI), and In California, the Family and Medical Leave Act (FMLA) forms; audits documentation for accuracy and completeness; and submits required materials to Headquarters in a timely manner. Also

	responds to routine employee questions regarding benefit options and costs, researches and helps determine eligibility, and prepares benefit enrollment, change, or cancellation documents for employees and dependents, referring complex or contested eligibility issues to the Supervisor I. The incumbent advises employees of available options and completes documentation for continuation of health, dental, and vision benefits while employees are on non-pay status, and provides information and forms related to the Deferred Compensation Program, Long Term Care, Group Legal Services, and other California state employee benefit programs. All records and transactions are maintained with a high degree of accuracy, discretion, and sensitivity due to the confidential nature and legal impact of benefits and personnel records.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
WORKING ENVIRONMENT Office and outdoor environment, daily use of various computers at main and shared workstations.		
PHYSICAL ABILITIES Move about, stand, reach, stoop or bend, use fine motor skills for computer or office machine use, lift boxes up to 50 lbs. and move heavier supplies/equipment using a hand cart.		
COGNITIVE ABILITIES Read, write, and speak in a clear and concise manner. Work cooperatively toward the identification of areas needing improvement. Performs basic mathematical computations associated with assigned duties.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE