



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 25-283	Classification Title: Analyst II	Position Number: 835-336-5393-701
Incumbent Name: Vacant	Working Title: HR Support Analyst	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/HR1	Section/Unit: Exams, Position Control and Transactions	Reporting Location: Sacramento
Supervisor's Name: Felicia Walker	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with internal and external customers; develop and maintain knowledge and skills related to Human Resources tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; maintain confidentiality; and adhere to department policies and procedures regarding attendance, leave, and conduct.



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DUE TO THE CONFIDENTIAL NATURE OF HUMAN RESOURCES WORK, THE EMPLOYEE IS EXPECTED TO HAVE A HIGH LEVEL OF CONFIDENTIALITY. NO INFORMATION IS ALLOWED TO BE SHARED OUTSIDE OF HUMAN RESOURCES WITHOUT THE APPROVAL OF MANAGEMENT.

Under the direction of the Supervisor I, the incumbent functions as the lead trainer to all Personnel Specialists (PS), provides backup to PS's, Position Control, and Exams, processes PARS, and assists with pay for disability-related leaves such as Leave of Absence (LOA), State Disability Insurance (SDI), and Non-Industrial Disability Insurance (NDI), as well as working on special assignments.

Essential Functions (including percentage of time):

- 30% Serve as the lead trainer for all Personnel Specialist (PS) staff on topics related to payroll, personnel transactions, benefits, and leave accounting within the State Controller's Office (SCO) system and the Position and Employee Tracking System (PETS). Independently assess unit training needs and design, develop, modify, and organize job aids and training materials to address identified skill gaps. Deliver training using a variety of instructional methods to improve the accuracy and efficiency of PS staff. Conduct analytical review of staff assignments for quality control prior to submission to control agencies. Evaluate error documents returned by SCO, identify root causes, and provide PS staff with targeted, data informed feedback and corrective guidance. Recommend formal control-agency training based on trend analysis and recurring issues. Maintain comprehensive knowledge of applicable rules, regulations, departmental policies, procedures, and union contract language affecting Transactions Unit functions. Apply this expertise to provide operational support and serve as a backup to PS staff when needed.
- 30% Serve as a subject matter generalist on payroll, transactions, benefits, disability PAR processing, and disability pay administration including Leave of Absence (LOA), State Disability Insurance (SDI), and Non-Industrial Disability Insurance (NDI). Ensure all actions comply with applicable regulations, policies, laws, and collective bargaining agreements. This position is responsible for analyzing information received from control agencies, interpreting its operational impact, and developing or revising internal policies and procedures accordingly.

Prepare and distribute information notices to department staff to ensure consistent and compliant application of Human Resources practices. Independently conduct complex analytical work on special assignments requiring data collection, validation, corrections, and interpretation. Prepare written responses to inquiries from management, control agencies, and external entities, and represent the department in meetings, consultations, and workshops. Research laws, rules, regulations, and policy directives to ensure accurate, clear, and authoritative documentation. Compile and evaluate data to generate reports, trend analysis, and written recommendations supporting decision-making within the Transactions, Position Control and Exams unit.



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- 20% The incumbent will be responsible for analyzing and resolving the most complex and sensitive personnel and payroll issues within the unit. Maintain generalist-level proficiency in key Human Resources reference materials, including but not limited to the Personnel Action Manual (PAM), Payroll Procedures Manual (PPM), Personnel Management Policy and Procedures Manual (PMPPM), Civil Service Pay Scales, Memoranda of Understanding (MOUs), and the California Leave Accounting System (CLAS). Apply this knowledge to interpret policy requirements, evaluate the impact on personnel transactions, and ensure compliance with all governing authorities.

Use computer systems and HR information platforms to research and analyze employment history, payment history, employer-sponsored and miscellaneous payroll deductions, leave accounting data, and position inventory records. Maintain the technical skills necessary to accurately document, interpret, and validate information, identify discrepancies, and recommend corrective actions. Exercise sound analytical judgment to provide guidance, resolve issues, and support decision-making within the Transactions Unit.

- 15% Provide analytical support as backup to Position Control and Exams by evaluating workload needs, interpreting classification and position management guidelines, and ensuring personnel and position transactions comply with control agency requirements.

Marginal Functions (Including a percentage of the time):

- 5% Incumbent will present new employee orientation, and perform other duties as required. May act in a lead role for the unit.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



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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	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date