

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Human Resources Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5157-007
UNIT NAME AND LOCATION Examination Unit	CLASS TITLE Analyst I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5157-007
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under supervision of the Supervisor I, the Analyst I is responsible for providing technical expertise, training, guidance, assistance and support to Department of Fish and Wildlife (CDFW) employees, supervisors, and managers regarding examination and recruitment management. The Analyst under supervision, and in a learning and training capacity, will perform varied analytical work, will learn the applicable laws and rules; Independently performs the full range of personnel selection activities; performs lead person responsibilities; performs special projects; and communicates and works effectively with all levels of staff and the public. The employee's responsibilities are described as follows:	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	ESSENTIAL FUNCTIONS: EXAMINATIONS: Plans, develops, administers, and evaluates the Department's decentralized and service wide examinations to establish eligible lists for use by Department management. Researches and analyzes historical examination data and prepares examination planning documents; designs and prepares examination bulletins; analyzes and develops sound selection instruments; prepares, develops examination interview questions; education and experience evaluations, and develops techniques for the appraisal of education and experience; evaluates and analyzes data to set pass points for education and experience evaluation examinations; inputs examination information into the CalHR, Examination and Certification Online System (ECOS); monitors and evaluates examinations; identifies, evaluates, and makes appropriate recommendations regarding class specification problems/issues that arise during the examination development process (i.e., outdated minimum qualifications, certificates, knowledge, skills, and abilities, or use of class); and performs job analysis under close supervision.
20%	STUDIES, RESEARCH AND TRAINING: Conducts special projects or studies; assists in the development of policies and procedures relating to examinations; develops internal examination procedures; prepares a variety of correspondence regarding examination issues and procedures; and researches and responds to inquiries regarding examination questions. Advises management, departmental employees, and the public as to the interpretation and application of civil service laws, rules, and policies; assists management and departmental employees in resolving a wide variety of personnel examination & recruitment issues by providing recommendations and alternatives. Administers and/or

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	supervises the administration of structured, or in person interviews; makes verbal presentations to management and departmental employees, including briefings on the components of the examination process. Advises management, departmental employees, and the public as to the interpretation and application of civil service laws, rules, and policies; assists management and departmental employees in resolving a wide variety of personnel examination issues by providing recommendations and alternatives. Serves as Chairperson for departmental examination interview panels; represents HRB in hiring interviews for various departmental programs; and assists in the recruitment and selection of employees. Determines candidates' eligibility for appointment based on their ranking on the certification list, transfer or reinstatement rules, or other means of appointment in accordance with the CalHR and SPB rules and regulations. Analyzes and conducts application reviews to ensure candidates meet the minimum qualifications (MQs) for appointments. Requests additional information from candidates, as applicable, to finalize the application review and eligibility determination. Responds to oral and written inquiries from candidates relating to their eligibility, determination results and status in the hiring process. Informs hiring managers of eligibility results and provides hiring clearances. In a learning and training capacity supports special recruitment projects as assigned. This may include researching, analyzing, coordinating, and attending career fairs, recruitment events, and work groups on behalf of the Department. Participate in California Natural resources Agency (CNRA) Recruiters Roundtable meetings, which includes working collaboratively with other agency recruiters and staff, etc. Assisting the lead Talent Acquisition Analyst with the CNRA Career Center, responsibilities include planning events, creating and maintaining tracking metrics, working with facilities, and maintaining the Career Center calendar to ensure the center is fully staffed for drop-in days, etc. <u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of HRB's goals and objectives. DESIRABLE QUALIFICATIONS: Special Personal Characteristics: Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CDFW management needs. The incumbent routinely works with all levels of management and staff and is expected to maintain confidentiality at all times. Interpersonal Skills: Work independently in a team setting. WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attending meetings and hearings, working with staff statewide to complete work assignments. Occasional travel may be required (10%), when necessary to provide consultation, attend job fairs, chair interviews, or participate in or conduct training.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE