

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF THE CHIEF
PERSONNEL SERVICES UNIT**

NAME:

POSITION NUMBER: 420-021-5393-011

JOB TITLE: Analyst II

WORKING TITLE: Lead Personnel Liaison

STATEMENT OF DUTIES: Under the direction of the Supervisor I within the Office of the Chief, Division of Administrative Services, the Analyst II acts as the Lead Personnel Liaison (PL) in the Personnel Services Unit (PSU). The Lead PL provides guidance and support to the Analyst Is in their daily tasks of performing routine analysis and interpretations of rules and regulations related to personnel matters for the administrative and legal offices/programs units within the Administrative Services. The Lead PL possesses exceptional interpersonal skills and extensive knowledge of Department of Justice (DOJ) and Administrative Services policies and procedures. Provides consultative services, analytical support, advice, and problem resolution to management regarding personnel matters. Reviews, researches, analyzes, and makes recommendations relating to recruitment, hiring, classification, pay, civil service testing, position control, and personnel services.

The Lead PL must have the ability to elicit information and cooperation from personnel at varying levels of authority throughout the organization.

SUPERVISION RECEIVED: Reports directly to a Supervisor I.

SUPERVISION EXERCISED: No, however the Lead PL will act as a lead to the PSU Analyst Is. May serve as acting unit supervisor in the absence of the Supervisor I.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

30% Acts as the Lead PL to the PSU Analyst Is, providing guidance and direction for the preparation, coordination, and tracking of Requests for Personnel Action (RPA) and related documents for Administrative Services staff. Provides technical guidance to hiring supervisors and subordinate staff on applicable rules and procedures related to conducting research to determine eligibility of proposed hires for transfer or promotion, ordering eligibility checks, certification lists, and contact letters, as appropriate. Prepares, reviews, and edits complex justification packages, duty statements, and other personnel documents, as needed, and assists

and guides the PSU Analyst Is in the review of justification packages. Provides guidance and support to Administrative Services staff and outside (non-DOJ or non-State) inquires about the hiring process for the State of California. Oversees/finalizes all proposals, internal memoranda, letters, and reports related to personnel and hiring issues. Researches laws, rules and regulations concerning personnel and employee issues, including Acting Assignments, Out-of-Class Assignments, general hiring, promotions, separations, retirement, and salary discrepancies, which requires knowledge of the policies of the California Department of Human Resources (CalHR), bargaining unit contracts, and other procedural references. Independently reviews, edits, and/or revises duty statements and position justification documents based on specific state and/or DOJ guidelines written by subordinate staff. Analyzes and interprets class specifications to ensure stated duties are appropriate for the proposed classification and advises program staff on areas of concern and suggests a recommended course of action on issues prior to forwarding the project to the Administrative Services, Office of Human Resources (OHR).

Independently researches, develops, analyzes, and reviews individual position and program justifications and duty statements which address changes in workload/work processes and affect staffing requirements; independently researches classification specifications, allocation guidelines, and comparable allocations throughout the DOJ to determine proposals are supported prior to submitting to OHR for final review/approval. Processes all personnel actions in accordance with the policies and procedures, laws, rules and regulations of the DOJ, Administrative Services, and the CalHR.

Provides advice to Administrative Services management on various personnel activities such as the hiring process, vacancies, recruitment, position allocations, and testing. Identifies potential challenges and adapts solution strategies to prevent reoccurrences. Assists the Administrative Services programs as needed to develop hiring selection criteria, and review applications received, to ensure initial eligibility and/or minimum qualifications.

20% Independently researches, analyzes, and resolves critical and complex personnel issues. Ensures quality of work produced by division personnel liaisons by reviewing and approving products, such as hiring authorization requests, personnel appointment packages, recruitment schedules, etc. Consults, advises, and assists management on understanding appropriate bargaining unit contracts. Provides assistance in the completion of special projects, which includes program analysis, research, writing and editing reports, analyzing statistical data, and other personnel related projects. Completes special projects and performs other duties as assigned. Drafts and makes recommendations in the development, implementation, or revision of Administrative Services personnel procedures. Assist and guide the PSU Analyst Is with questions/review/edits on duty statements and position justification documents based on specific State and/or DOJ guidelines. Analyzes information to ensure stated duties are appropriate for the proposed classification. If inappropriate, advise program staff on areas of concern and suggest a course of action on an issue prior to forwarding to OHR.

20% Acts in a training capacity to the PSU Analyst Is and provides guidance and mentoring. Develops, prepares, and presents training sessions to staff. Provides feedback to management throughout the training period and updates training plans, as necessary. Collaborates with management to develop and maintain training plans, desk manuals, and reference materials. Establishes and maintains written processes, procedures, and guidelines on various personnel

issues on behalf of the PSU. Ensures accurate, efficient, and timely implementation of changes to processes and procedures.

- 10%** Independently researches, analyzes, and resolves critical and complex personnel issues. Ensures quality of work produced by PSU Analyst Is by reviewing and approving work products, such as, justification packages, Budget Approval Verification Requests (BAVR), and RPAs. Consults, advises, and assists management on understanding appropriate bargaining unit contracts. Provides assistance in the completion of special projects, which includes program analysis, research, writing and editing reports, analyzing statistical data, and other personnel-related projects.
- 10%** Tracks the movement of Administrative Services positions, maintains organizational charts, and prepares separation paperwork. Serves as the Administrative Services bilingual program coordinator, processing bilingual pay request packages, and facilitating the statewide biennial language survey on behalf of the Administrative Services. Develops and prepares requests for examinations and the annual examination plan. Researches and analyzes current classifications, determines the status of current lists for those classifications, identifies testing needs and provides management with recommendations regarding the scheduling of examinations to ensure appropriate qualified staff are available for all position vacancies.

MARGINAL FUNCTION:

- 5%** Represents the Administrative Services at various meetings. Completes or participates in a variety of other projects as assigned.
- 5%** Reviews and makes recommendations to the Chief of Operations regarding live-scan results for potential hires and individuals requesting access to DOJ areas for work-related matters.

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