

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Analyst II	POSITION NUMBER 538-408-5393-005
WORKING TITLE Classification and Pay Analyst	DIVISION/UNIT Division of Administration/Human Resources Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT RO1	CONFLICT OF INTEREST DESIGNATION N/A

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☐ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:

Under the general direction of the Classification and Pay Manager (Supervisor I), the Analyst II will function as the Classification and Pay analyst in the Division of Administration, Human Resources Office. The incumbent independently serves as a personnel management consultant performing analytical personnel work for the Department of Conservation (DOC). Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
35%	Advise managers, supervisors, and personnel liaisons on recruitment efforts. Independently reviews and analyzes personnel action packages, ensuring all required documents are included to ensure requests meet departmental and control agency guidelines. Review/analyze duty statements to ensure duties meet the criteria per the allocation guidelines and classification specifications; prepare and post job announcements; order certification lists and contact letters; review interview questions and screening criteria; verify minimum qualifications eligibility; participate on interview panels as required;

POSITION DUTY STATEMENT

	schedule and review personnel files with other State departments. Interpret and apply civil service laws, rules and regulations; bargaining unit contract language; departmental policies and procedures, and government codes related to personnel related matters. Prepare reports, manuals, and correspondence on new developments and decisions on recruitment issues.
30%	Provides consultation and advice to departmental managers and supervisors concerning complex employee performance, progressive discipline, corrective actions, and adverse actions. Consults with management regarding efforts to identify and correct performance problems before adverse action becomes necessary. Reviews counseling and disciplinary documentation ensuring conformity with State Personnel Board rules, departmental policy and guidelines, departmental penalty standards, and bargaining unit contract provisions. Assist managers and supervisors with completing performance evaluations (Probationary reports, interim performance reports, Individual Development Plans). Review, research, and prepare written responses to classification projects, illegal appointments, merit issue complaints, and appeals. Conduct classification and pay studies, establish and/or revise classification specifications; develop and prepare formal letters and memoranda regarding human resources policies, procedures and regulations. Identify issues requiring modification and independently research and perform analyses of data. Develop, present, and prepare alternatives and recommend solutions for assigned projects.
25%	Review and analyze requests for alternate range criteria; back pay requests; pay differentials; Work Week Group issues; out-of-class requests; Training & Development and TAU appointments. Prepare Exempt Position Requests and Career Executive Assignment (CEA) proposals; follow-up with SPB and CalHR to obtain CEA allocation and level approval. Assists with special studies and administrative projects for departmental management. Advise employees on catastrophic leave and leave of absences requests. Performs other classification-related duties as assigned.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.
5%	Travel may be required, including overnight travel to district offices within the DOC to perform investigations, trainings, and assist managers as necessary. Travel methods may include air, train or vehicle.

SUPERVISION RECEIVED:

Receives general direction from the Supervisor I; however, direction and assignments may also come from the Supervisor II.

POSITION DUTY STATEMENT

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The analyst has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies and the general public.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success, integrity and legality of the Department's Human Resources management and selection programs.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Staff are expected to maintain regular attendance in accordance with their approved work schedule. You are expected to be courteous, thorough, and professional when interacting with state employees, peers, management, and the public. Telework is available for this position in accordance with the Department's Telework policy, procedures, and operational needs.

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. Methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. Coordinate the work of others, act as a team leader, and appear before legislative or other committees.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequently	• Work in a high-rise building. • Sitting at a desk, in a chair, and in front of a computer screen. • Moving/walking about the office and standing or sitting during meetings. • Using a multi-line telephone console or a cordless telephone with headset. • Bend (neck and waist), squat, kneel, and twist (neck and waist). • Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
Occasionally	• Reaching (above and below shoulder level). • Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.

POSITION DUTY STATEMENT

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| | <ul style="list-style-type: none">• Lifting and carrying up to 20 pounds. |
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The duties of this position are subject to change and may be revised as needed or required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).
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Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.
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Supervisor Printed Name	Supervisor Signature	Date
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☒CURRENT ☐PROPOSED

POSITION INFORMATION	
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CLASSIFICATION Analyst I	POSITION NUMBER 538-408-5157-XXX
WORKING TITLE Classification and Pay Analyst	DIVISION/UNIT Division of Administration/Human Resources Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION N/A

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☐ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
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POSITION DUTY STATEMENT

	eligibility; participate on interview panels as required; schedule and review personnel files with other State departments. Interpret and apply civil service laws, rules and regulations; bargaining unit contract language; departmental policies and procedures, and government codes related to personnel-related matters. Prepare reports, manuals, and correspondence on new developments and decisions on recruitment issues.
30%	Provides consultation and advice to departmental managers and supervisors concerning employee performance, progressive discipline, corrective actions, and adverse actions. Consults with management regarding efforts to identify and correct performance problems before adverse action becomes necessary. Reviews counseling and disciplinary documentation ensuring conformity with State Personnel Board (SPB) rules, departmental policy and guidelines, departmental penalty standards, and bargaining unit contract provisions. Assist managers and supervisors with completing performance evaluations (probationary reports, interim performance reports, Individual Development Plans). Review, research, and prepare written responses to classification projects, illegal appointments, merit issue complaints, and appeals. Conduct classification and pay studies, establish and/or revise classification specifications; assist in developing and preparing formal letters and memoranda regarding human resources policies, procedures, and regulations. Identify issues requiring modification and independently research and perform analyses of data. Develop, present, and prepare alternatives and recommend solutions for assigned projects.
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OCCASIONALLY	• Reaching (above and below shoulder level).

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Supervisor Printed Name	Supervisor Signature	Date
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