

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Analyst II			WORKING TITLE Recruitment & Retention Analyst	
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME HQ/Admin	
ASSIGNED SPECIFIC LOCATION San Bernardino			POSITION NUMBER 400 – 514-5393-XXX	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Supervisor I within the Administration/HQ unit, the Analyst II independently performs complex analytical work related to the recruitment and on-boarding of staff for Labor Commissioner's Office (LCO) programs. The Analyst II works closely with program leaders to develop recruitment strategies using various tools and methods and effectively implement a statewide on-boarding process for the LCO. The incumbent will serve as a personnel liaison within the LCO and liaison with DLSE Human Resources office and work with each LCO program to prioritize hiring goals for the LCO.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Critically assesses program hiring needs by consulting established classification specifications and identifying relevant subject matter expertise in various program areas to effectively advise on building recruitments consistent with Department of Industrial Relations (DIR) Hiring Guidelines and California Department of Human Resources (CalHR) Best Hiring Practices which includes laws, rules, and regulations applicable to merit based hiring. Advise on and/or draft recruitment documents, including but not limited to justification memorandums supporting complex operational needs, duty statements, screening matrixes and interview questions in alignment with classification specifications. Create and submit recruitment packages using Salesforce. Develop, review, and ensure duty statements are in alignment with classification specifications, review and edit organization charts to ensure compliance with position allocation guidelines, draft complex justification memorandums to support operational needs, review the recruitment package thoroughly to ensure all required documents and position information is correct before submitting the package to HR. Gather the hiring documents from hiring managers including the application screening matrix criteria and interview questions and reviews them to ensure they are appropriate for the level of the position being recruited for. Prepare requests to hire packages for the hiring managers; confer with the hiring managers as needed to make any recommendations or corrections to documents within the hiring package; analyze required documents for completeness and accuracy and complete the Department's hiring checklist certifying that all documents are complete.

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30%	Routinely communicate with hiring managers and is the first point of contact to provide guidance on departmental policies and procedures including but not limited to Promotions In Place requests (PIPs), out of class assignments, Training & Development assignments (T&Ds), Bilingual Pay classifications/requests, Alternate Work schedules, career development and upward mobility programs, leave of absence requests, Hiring Above Minimum (HAM) requests, and bargaining units' memorandum of understanding articles. Conduct training courses for hiring managers in recruitment best practices virtually and/or in person to align departmental guidelines with division hiring needs. Develop and organize California LCO recruitment outreach materials, conduct and attend events, in person and virtually, Increase efforts for use on social media, online employment platforms, and educational institutions in collaboration with the Department's Recruitment and Outreach unit. Using online survey tools routinely develops questionnaires and/or conducts comprehensive surveys of program leaders to collect data on shifts and changes in staffing trends due to Budget Change Proposals or reorganization. Analyze survey results and compare current staffing profile reports from the DIR Budget office to identify the staffing needs in each program, strategize for targeted recruitment across programs, and collaborate with division management in prioritizing hiring goals for the LCO.
20%	Work together with LCO management in reviewing and analyzing current on-boarding and off-boarding practices or procedures and making recommendations for new Division- wide procedures by collecting and analyzing feedback from recent hires to determine weaknesses in the current process and areas for improvement. In consultation with management, develop new procedures, including manuals and/or training guidelines consistent with new or updated recommendations for on-board or off-boarding team members. Implement procedures by conducting overview and/or training virtually and/or in person with hiring managers. Conduct surveys and/or elicit feedback from team members on new procedures to adjust and/or process improvements.
10%	Retrieve applications for active recruitments from the CalHR Exam and Cert Online System (ECOS) when available and sends to hiring managers consistent with department recruitment protocols to advance hiring needs.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties assigned including, but not limited to serve on committees, special work teams, task forces related to recruitment and retention efforts, and general department activities; consults with departmental employees and prospective State employees regarding employment opportunities and other personnel-related matters; and assists in developing documents as recommended by management. Attend meetings and training classes as required. Performs other duties as required.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.



Supervision Received

The incumbent reports directly to and receives most assignments from the Supervisor I. In some instances, the incumbent may also receive assignments from the Division Chief, Deputy Chief or its designees.

Supervision Exercised

None but may serve as lead over lower-level analysts.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent will work 40 hours per week in the field and office setting equipped with standard office equipment; may drive a state vehicle for field work, trainings and other related work. The incumbent will be assigned a cubicle in an air-conditioned office with natural and artificial lighting located in a high-rise building with elevator access. Telework will be offered in accordance with current departmental policy.

Special Requirements/Other Information

The incumbent must have a valid California Identification to travel throughout the state and possibly travel outside the state for outreach events. The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels to complete work assignments related to developing and implementing internal policies and procedures. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on various aspects of DIR's personnel processes. Additionally, the incumbent must have proficiency in using MS Office applications, including MS Word, MS Outlook, MS Excel, and MS Teams, as well as the ability to navigate the Internet and utilize HR software such as Salesforce and ECOS, along with other desktop applications.

Physical Abilities

The incumbent will be required to be stationary for long periods of time while in the office and/or while driving to and from field activities, trainings. The incumbent will also traverse various ground surfaces and/or buildings while out in the field. The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary

Additional Requirements/Expectations

The incumbent must be dependable and can work cooperatively with staff at all levels both within and outside the Department. The incumbent must have the ability to communicate effectively to complete work assignments and must always maintain confidentiality at all times. The incumbent must have a valid California Identification and able to travel for outreach recruiting events.

Personal Contacts

The incumbent routinely engages with division Headquarters staff, LCO hiring supervisors and community stakeholders, managers, and the Department's Human Resources Office staff assigned to the LCO.

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Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

L.R

C&S Analyst Initials

07/01/2026

Approval Date

DUTY STATEMENT



I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date
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Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Sign Date
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HUMAN RESOURCES OFFICE APPROVAL

L.R	06/16/2026
C&S Analyst Initials	Approval Date