

DUTY STATEMENT

DFW 242A (REV. 7/18/22)

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 Administration Division / Human Resources Office (HRO) / Personnel Services Branch (PSB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5402-XXX
UNIT NAME AND LOCATION HR Policy and Administration / Sacramento	CLASS TITLE Analyst III
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the PSB Chief, the Analyst III serves as an expert on HR policy development, compliance requirements, and enterprise-wide administrative programs. The incumbent performs complex, sensitive, and specialized analytical work; provides consultative services to all levels of departmental employees including, Executive Management, Branch Chiefs, Regional Managers, and HR program leads; and is responsible for developing and implementing policies and procedures with multi-program and statewide impact. The incumbent functions as the department's Conflict of Interest (COI) Filing Officer, ensuring statutory compliance with Fair Political Practices Commission (FPPC) requirements. Duties include, but are not limited to the following:	
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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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Policy and Procedure Development and Maintenance - Serve as the department's expert consultant for development, review, revision, and implementation of HR-related policy and procedural guidance. - Independently evaluate statewide laws, regulations, MOUs, control agency policy and directives, and other HR-related directives to determine operational impacts to the department. - Draft, revise, and maintain HR sections of the Human Resources Procedures Manual (HRPM), the CDFW Operations Manual, and internal policies to ensure legal compliance and operational consistency across all programs. - Communicate with Executive Management, Branch Chiefs, and Regional Managers to interpret new HR requirements, resolve complex issues, and provide strategic recommendations. - Lead policy implementation efforts, coordinate with internal divisions, issue departmentwide communications, and monitor adherence to new processes.
25%	Training and Communication - Develop and design training programs for internal HR staff, HR Liaisons, Administrative Officers, and program leadership on HR processes, compliance obligations, and policy changes. - Draft and disseminate high-level HR communications, bulletins, memoranda, and reference materials for use across the department. - Consult with program leadership to identify recurring knowledge gaps and develop targeted training or guidance to improve statewide HR operations. - Provide expert-level advice and interpretation on complex and sensitive HR issues, ensuring department-wide consistency and accuracy.

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DFW 242A (REV. 7/18/22) Page 2

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20%	Conflict of Interest Filing Officer - Serve as the CDFW's COI Filing Officer, providing executive-level consultative services on FPPC compliance requirements. - Act as the primary liaison with the FPPC and the COI vendor (NetFile) to ensure proper system functionality, accurate reporting, and implementation of new FPPC filing directives. - Oversee and manage the annual Form 700 filing cycle, including coordinating announcements, tracking filer compliance, and preparing status reports for Executive Management. - Identify non-compliant filers, issue notifications, and recommend follow-up actions in accordance with FPPC rules and internal procedures. - Review and reconcile data between NetFile and Management Information Retrieval System (MIRS) to ensure accurate designation of filing positions. - Collaborate with the Office of General Counsel on updates to CDFW's COI regulations and support the rulemaking process.
10%	Administrative and Operational Support - Track and monitor HRO contracts; coordinate planning schedules; and support managers in the timely development, submission, and execution of multi-year contracts. - Maintain the PSB administrative calendar and ensure all annual notices, requirements, and recurring obligations are prepared and disseminated timely. - Update and maintain PSB intranet pages to ensure current HR information is provided to staff across the department. - Coordinate with the Business Management Branch on development and revision of all HRO forms, ensuring clarity, consistency, and compliance with state standards. - Prepare annual work schedule calendars for CDFW's electronic timekeeping system (Tempo). - Review and make recommendations on Administrative Time Off (ATO) requests submitted by program managers, ensuring compliance with policies and operational requirements.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> - Attend mandated training. - Prepare issue papers and documentation for audits or special projects. - Complete assignments and special initiatives as requested by the PSB Chief and HRO Assistant Deputy Director. WORKING CONDITIONS: The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Ability to use a computer/laptop and telephone is essential, as the majority (90%) of the work is performed using a computer/laptop and telephone. Occasional (<5%) stooping or bending to access files. Computer usage is frequent or repetitive.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**PRINT SUPERVISOR'S NAME**

Daniella Ruffin

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**