

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Analyst II
WORKING TITLE: Personnel Liaison

STATEMENT OF DUTIES: Under the direction of the Supervisor I (SUP I), Personnel, Training, and Records Unit, the Analyst II independently performs varied and complex technical and analytical assignments involving personnel and administrative matters in the Public Rights Division (PRD). The Analyst II acts as a lead Personnel Liaison between the PRD and the Office of Human Resources (OHR), and as well as to other analysts providing general consultative support for approximately 700 positions and employees in the Division. The Analyst II ensures Division compliance with the California Department of Human Resources' (CalHR) and the Division of Administrative Services' (DAS) various regulations and policies and frequently works with sensitive or confidential personnel information. Duties include, but are not limited to, independently creating and coordinating position proposals and hiring, providing consultation to program management, maintaining division information, and making recommendations to management regarding activities such as hiring, classification, position and vacancy tracking, and onboarding and off-boarding procedures. The Analyst II independently develops and maintains mandatory tracking reports and correspondence for management review, including for decision-making purposes, and provides problem resolution regarding complex issues that may arise. The Analyst II acts as a customer service liaison to various levels of departmental staff, including legal professionals within the Division and members of DAS and OHR. Serves as a lead, trainer, and/or back-up to other staff in the unit and may receive direction from the Supervisor II (working title: Legal Division Manager) on specific tasks and assignments.

SUPERVISION RECEIVED: Under the direction of the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Provides proactive analytical and independent consultative support to Division management and staff related to hiring, appointment, and personnel matters. Interprets and explains civil service statutes, regulations, and policies while ensuring compliance with CalHR and OHR regulations and policies. Works with hiring managers and as a lead to other analysts in the unit to prepare and edit job control information associated with PRD employment opportunities statewide. Enters and manages job controls using the

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

Examination and Certification Online System (ECOS). Reviews non-attorney applications for initial eligibility and/or minimum qualifications prior to formal evaluation from the OHR. Advises hiring supervisors of potential concerns. Ensures compliance with statewide and departmental hiring procedures and policies and provides ongoing consultative support to hiring managers. Independently researches, analyzes, and makes recommendations to management, other members of the Executive Unit, and OPS on personnel related issues including, but not limited to, appointment options and alternative solutions, organizational placement of positions, classification, pay, position control, promotions, and separations, especially those involving lump sum payouts. Prepares reports in support of the Division's funding and resource needs, such as salary projections and vacancy and staffing levels.

- 40% Evaluates and prepares complex packages associated with a variety of personnel transactions or requirements such as budget approval requests, justification packages, duty statements, and Requests for Personnel Actions (RPA). In a lead capacity, reviews critical hiring and appointment information and/or RPA documentation; and enters transactions into Workday. Collaborates with Workday specialists and/or other OHR personnel on matters involving difficult appointment and/or position control drills of the Division, including for Career Executive Assignments. May represent the Division in meetings as a subject matter generalist. Analyzes, interprets and researches classification specifications and comparable allocations throughout the Department to ensure various program requests are supported. Develops templates and tools to increase the efficiency of drafting job information, as well as for tracking and routing personnel or administrative requests. Responsible for the evaluation and maintenance of detailed organizational chart configurations in preparation for monthly submission to the OHR and annual submission to the CalHR. Serves as a Custodian of Records for fingerprint clearance/rejection reports on potential new hires; advises the Division Chief on findings related to Records of Arrest and Prosecutions.
- 10% Collaborates with other analysts or units to initiate and complete various aspects of appointments, including office space requests, IT or procurement functions, position funding, and the processing of separations. Manages and reconciles FileMaker Pro and SharePoint entries for accuracy and provides recommendations to the SUP I on position utilization and tracking methods. Provides training to other analysts on various functions and responsibilities.
- 5% Works with Division management and educational institutions involving Work Study contracts for student interns. Reviews documents and advises management to ensure agreements are sound prior to obtaining Division approvals, including consulting with the Office of General Counsel. Provides guidance and expertise to Division student intern coordinators surrounding the on and off-boarding processes. Performs ongoing review and development of internal databases used to track appointments and historical data, which may be used in subsequent recruitment strategies.

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

5% Provides administrative assistance to Division executive staff, including providing back-up assistance to other staff in times of absence, or as needed.

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.

Name
Analyst II

Date

Name
Supervisor I

Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE OFFICE
DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Analyst I
WORKING TITLE: Personnel Liaison

STATEMENT OF DUTIES: Under the supervision of the Supervisor I, Personnel, Training, and Records Unit, the Analyst I assists with analytical and consultative support in the area of personnel management for approximately 700 positions within the Public Rights Division (PRD) (Division). The Analyst I acts as a Personnel Liaison between the PRD and the Office of Human Resources (OHR) and ensures Division compliance with the California Department of Human Resources (CalHR) and Division of Administrative Services (DAS) regulations and policies, and frequently works with sensitive and confidential personnel information. Duties include but are not limited to, gathering, analyzing, maintaining Division information, and making recommendations regarding personnel management-related activities such as hiring, classification, pay, position and vacancy tracking, and position funding. The Analyst I prepares mandatory tracking reports and data for management review and decision-making purposes and provides alternative solutions. The Analyst I acts as a customer service liaison to various levels of departmental staff, including legal professionals within the Division and members of DAS and OHR. May train, and/or back-up to other staff in the unit and may receive direction from the Supervisor II (working title: Legal Division Manager) on specific tasks and assignments.

SUPERVISION RECEIVED: Under the supervision of the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Assists with general analytical and consultative support to Division and bureau management and staff related to hiring and human resources matters. Interprets and explains civil service statutes, regulations, and policies while ensuring compliance with CalHR and OHR regulations and policies. Works with PRD management, the lead Personnel Liaison, and other analysts within the unit to prepare and edit job control information associated with PRD employment opportunities statewide. Enters and manages job controls via the Examination and Certification Online System (ECOS). Collects and uploads hard copy and electronic application packages into ECOS and accurately tracks applications for various positions using Excel or other databases as

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE OFFICE
DUTY STATEMENT**

needed. Redacts sensitive and confidential information from applications or other hiring documents in compliance with statewide Equal Employment Opportunity (EEO) policies and regulations. As part of the hiring process, reviews non-attorney applications to ensure initial eligibility and/or minimum qualifications are met prior to formal evaluation from OHR. Assists management and various OHR staff to ensure compliance with statewide and departmental hiring procedures and policies. Researches, analyzes, and makes recommendations to management and the OHR on personnel related issues including, but not limited to, alternative solutions on classification levels, advertising practices, organizational placement of positions, position control, transfers between classifications, training and development assignments, out-of-class assignments, promotions, and separations.

- 40% Prepares critical hiring documents associated with a variety of personnel transactions, including, but not limited to, budget approval requests, duty statements, and Requests for Personnel Actions (RPA); provides recommendations to hiring supervisors and management on changes and impact. Assists with accurate acquisition and evaluation of subsequent employment information pertaining to salary determinations, certification list eligibility, transfer eligibility, verification of minimum qualifications, and other documentation as needed. Enters critical hiring and appointment information and/or documentation into Workday. Accurately tracks and processes position allocation transactions and assists with the preparation of allocation documentation such as duty statements and position justifications, consistent with job classification specifications, for OHR review. Analyzes, interprets and researches classification specifications and comparable allocations throughout the Department to ensure program requests are supported. Maintains detailed organizational chart configurations for various purposes.
- 15% Serves as a Custodian of Records for fingerprint clearance/rejection reports for potential new hires. Assists with the coordination of unpaid volunteer interns and students, which includes onboarding responsibilities such as fingerprint requests, and tracking employees and information. Collaborates with staff in Legal Support Operations to initiate and complete various aspects of the intern program, including processing separations.
- 5% Provides administrative assistance to Division executive staff, including providing back-up assistance to other staff in times of absence, or as needed.

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.

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE OFFICE
DUTY STATEMENT**

- ☐ 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.

Name	
Analyst I	Date

Name	
Supervisor I	Date