



DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-305-5393-XXX		☐ CURRENT ☒ PROPOSED	
PROGRAM Administrative Services		CLASSIFICATION TITLE Analyst II			
SECTION/UNIT (If applicable) Human Resources Office		WORKING TITLE HR Project Analyst (CSPS)			
REGIONAL HUB Sacramento		COI No	WWG 2	CBID R01	TENURE Limited Term
TIME BASE FT					
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known) Vacant		EFFECTIVE DATE TBD			
PRIMARY DOMAIN (IT positions only) N/A	Choose an item.				

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Racial Equity Commission, and Youth Empowerment Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the direction of the Supervisor I in the Human Resources Office (HRO), the HR Project Analyst supports the Governor's Office of Land Use and Climate Innovation (LCI) in preparing for the California State Payroll System (CSPS). The incumbent conducts research and analysis on statewide CSPS requirements, supports data cleanup and validation of employee master records and leave balances ahead of conversion, participates in user acceptance testing and readiness activities, and drafts and revises the HR policies, procedures, and workflow documentation that conversion will affect. Because LCI provides contracted human resources services to the Governor's Office of Service and Community Engagement (GO-Serve), readiness work under this position covers the client agency as well as LCI. The incumbent also performs general HR analytical work, prepares reports and correspondence, and supports training and communication to staff and management.

% 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. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS
35%	CSPS READINESS: PERSONNEL, PAYROLL, AND TRANSACTIONS Audit and analyze LCI and GO-Serve employee master records, appointment histories, and position data to identify discrepancies that would carry forward into CSPS. Research statewide CSPS guidance, bulletins, and readiness materials issued by the State Controller's Office and CalHR and assess how each affect existing LCI processes. Support data cleanup and validation ahead of conversion, tracking issues to resolution and escalating those that require a policy decision. Participate in user acceptance testing, system demonstrations, and readiness activities, documenting defects and process gaps. Prepare written analysis and recommendations for the Supervisor I and the Personnel Officer.



DUTY STATEMENT

30%	CSPS READINESS: ATTENDANCE, TIMEKEEPING, LEAVE, AND BENEFITS Perform the same readiness work for attendance, timekeeping, leave accounting, and benefits. Research CSPS requirements for time reporting, leave accrual and usage, and benefit enrollment, and compare them against current practice in the California Leave Accounting System and existing LCI procedures. Validate leave balances and benefits data ahead of conversion and reconcile discrepancies with Personnel Specialists. Identify where bargaining unit provisions, alternate work schedules, or agency-specific practices will need configuration decisions or updated procedures, and document those for review.
20%	HR POLICY, PROCEDURE, AND PROCESS DEVELOPMENT Draft and revise HR policies, procedures, desk manuals, and workflow documentation affected by CSPS implementation, and develop new documentation where none exists. Research and interpret laws, regulations, memoranda of understanding, and statewide policy, and prepare written recommendations. Develop training materials and job aids, and assist in delivering training and communication to LCI, GO-Serve staff and management. Prepare reports, correspondence, and briefing materials for HRO management.
10%	POSITION CONTROL SUPPORT AND GENERAL HR ANALYTICAL WORK Serve as a secondary resource for position control, including reviewing and processing position-related documents, maintaining organizational structure data, and supporting reconciliation of authorized positions. Provide coverage during absences. Perform general HR analytical assignments and special projects in support of HRO operations, including research, data analysis, and participation in workgroups and meetings.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES (The knowledge and abilities can be found in the Description of the Series, Knowledge and abilities. Follow the link and proceed to enter the perspective classification number)

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization. (Analyst II: all of the above, and 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. (Analyst II: all of the above, and coordinate the work of others, act as a team leader, and appear before legislative or other committees.)

DESIRABLE QUALIFICATIONS:

- Experience with state personnel or payroll transactions, timekeeping, leave accounting, or benefits administration.
- Experience researching and interpreting HR laws, rules, regulations, memoranda of understanding, and statewide policy, and preparing written recommendations.
- Experience drafting or revising policies, procedures, desk manuals, or workflow documentation.
- Experience with data review, reconciliation, or auditing, including identifying and resolving discrepancies in personnel or payroll records.
- Experience supporting a system implementation, conversion, or business process improvement project, including testing or documentation.
- Experience preparing written materials and delivering training or presentations to staff and management.
- Proficiency with Microsoft Excel, Word, Outlook, and PowerPoint.

SPECIAL PERSONAL REQUIREMENTS:



DUTY STATEMENT

- Ability to work independently, organize and prioritize competing assignments, and meet deadlines in a fast-paced environment.
- Strong written and verbal communication skills, including the ability to explain technical requirements to non-technical audiences.
- Attention to detail and consistent follow-through on issues that require tracking over time.
- Ability to exercise discretion and maintain confidentiality when handling personnel, payroll, and medical information.
- Ability to work cooperatively with staff, management, client agencies, and control agency contacts.
- Flexibility and adaptability as statewide project requirements and timelines change.
- Ability to maintain consistent and regular attendance.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------