DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Analyst II	Position #: 812-010-5393-722
Division/Office: Office of the Secretary	CBID:
Section: Fiscal Policy and Administration	
Supervisor Name: Michelle Sinclair	Supervisor Classification: Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict of Interest Code
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (Cal/EPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Unit ensure the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources and administrative policies throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Analyst II responsibilities include providing independent consultation to all levels of management on employee performance management and progressive discipline; reviewing, editing, and drafting various memorandums and notices related to performance; serving as a liaison to the California Department of Human Resources (CalHR) and the State Personnel Board (SPB). Performs a variety of analytical assignments on performance management and develops and delivers performance management training for supervisors and managers.

The incumbent will be responsible for performing a wide variety of personnel management functions for the Examination and Training section. The incumbent also performs complex research and data collection activities, including but not limited to: Training Needs Assessments, Attrition/Retention Analyses, Competency Gap Analyses, and Workforce Gap Analyses to analyze and identify trends that will assist executive management in prioritizing and implementing appropriate workforce planning, succession planning, employee engagement, and staff development initiatives.

Duties include, but are not limited to, the following:

% OF TIME	RESPONSIBILITIES OF POSITION
30% - E	• Independently manage grievance intake, analysis, response preparation, and tracking. • Independently consult and advise supervisors and managers regarding employee progressive discipline, performance management processes and documentation requirements. • Coordinate and monitor the completion of probationary reports, annual evaluations, and corrective performance documentation. • Advise management regarding attendance, workplace conduct, and employee accountability concerns. • Research and interpret applicable State and Federal laws, California Department of Human Resources (CalHR) policies, State Personnel Board (SPB) regulations, and bargaining unit contract provisions related to performance management. • Independently review, draft, and edit job expectation memorandums, counseling and corrective memorandums, Absence Without Leave (AWOL) notices, merit salary adjustment denials, range change denials, and other related documents. •Draft formal adverse actions, notices of rejection during probationary periods, and other related documents. •Attend and take notes at Skelly Hearings, Name Clearing Hearings, and Coleman Hearings; assist in securing Hearing Officers and scheduling hearings. •Ensure documentation complies with applicable policies, regulations, and collective bargaining agreements. •Conduct research and assist in analyzing penalty recommendations for formal adverse actions
20% - E	• Reviews and evaluates candidate application packages and conducts minimum qualification determinations in accordance with established guidelines and CalHR classification specifications to ensure consistent and defensible decisions. • Tracks and documents all minimum qualification determinations to support accurate metrics and detailed reporting. • Research Alternate Range Criteria and determine appropriate alternate range when applicable. • Issues withholds in accordance with established procedures and follows the formal withhold process to maintain the integrity of list eligibility.

	• Corresponds with withheld applicants, reviews and analyzes submitted documentation, and maintains annotated applications and detailed records to ensure defensible outcomes. • Prepares summaries of determinations for supervisory review and direction. • Reviews escalation cases for the unit, as requested, and provides well-supported recommendations to the supervisor. • Consults with CalHR and other state departments regarding classification specifications and minimum qualifications determinations to promote consistency, accuracy, and best practices.
20% - E	• Assigns, maintains, and ensures the completion of training credentials for Office of the Secretary personnel in the Learning Management Systems (LMS). • Creates and maintains program profiles within the LMS to ensure accuracy. Generates and analyzes LMS reports regarding unit training needs in direct support of the Annual Training Needs Assessment process. • Evaluates training needs and makes recommendations to management regarding required and beneficial training for OOS. • Independently provides class registration, set up and curriculum preparation for all training assignments, including organization of training materials and pre-course work. • Ensures the appropriate requests and paperwork is submitted in a timely manner to the contracts and procurement unit to ensure training contracts are in place and the necessary equipment is in place to deliver training.
20%	• Plan, develop, schedule, and administer open and promotional examinations for the Office of the Secretary. • Develop and post examination bulletins on the California Department of Human Resources (CalHR) job web site. • Utilize Examination and Certification Online System (ECOS) to administer examinations. • Create and establish employment and reemployment lists in ECOS. Ensure all pertinent civil services laws, rules, regulations, policies, and procedures are applied in the selection process. • Prepare examination correspondence including requests for additional information, acceptance notices and rejections notices.

	• Research and respond to examination appeals and, if necessary, represent the department at appeal hearings. • Conduct examination training, policy reviews, special assignments, and assist in recruitment/career development, and developing new examining techniques.
10% - M	Other Duties as assigned.