

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES
OPERATIONS TEAM**

NAME:

POSITION: 420-057-5393-033

JOB TITLE: Analyst II

STATEMENT OF DUTIES: Under the direction of the Supervisor I in the Office of Human Resources (OHR), Operations Team the Analyst II performs the full range of the more complex and varied analytical duties including, but not limited to, independently completing Public Records Act requests (PRA), acting as OHR's custodian of records for subpoena requests, reviewing and monitoring OHR's communications released to the department and Department of Justice Administrative Manual (DOJAM) updates, providing support for OHR purchases, invoices and contracts. The Analyst II will also be responsible for participating in OHR projects and workgroups as a subject matter expert in OHR Operations to provide recommendations as OHR's processes are evaluated for efficiency. Additionally, the Analyst II will be an authorized purchaser in possession of a CAL-Card, with all transactions completed in agreeance with spending restrictions, purchasing logging procedures, and usage policies. The Analyst II will be expected to ensure Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None. May act as a lead on team projects.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods. Ability to lift, carry and/or move boxes of paper weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Some travel may be required.

ESSENTIAL FUNCTIONS:

- 50%** Serves as the OHR's Communications Coordinator. Facilitates the review and approval process for all OHR communications that require Executive review and approval prior to being released to Department of Justice (DOJ) employees. Reviews OHR communication requests to ensure communications are free from grammatical errors and typos, and ensures communication is properly formatted per the DOJ Style guide. Collaborates with the DOJ Communications Office to provide feedback and recommendations to programs on all OHR communications. Prepares and routes Executive Office Approval Request Form (JUS 409) for signatures. Tracks and distributes all approved communication requests back to programs to ensure

Operations Unit
Analyst II

communications are released timely. Tracks and maintains OHR's monthly re-occurring communications listing to ensure departmental communications are submitted for executive review timely and efficiently.

Serves as OHR's DOJAM Coordinator which includes analyzing existing policies and procedures to determine if they require modification, or if new policies or procedures need to be implemented. Monitors and tracks OHR DOJAM update requests for OHR programs. Analyzes DOJAM updates to ensure requests are formatted per DOJ Style Guide requirements and are free of grammatical errors. Collaborates and communicates with stakeholders and subject matter experts on process improvements for the department's overall DOJAM updates.

Serves as Custodian of Records for Official Personnel Files. Reviews and analyzes subpoena requests for personnel records to ensure subpoenas are properly served and can be accepted by the department. Collaborates with the Employment Law Section to review supporting documents and declaration of records to ensure accuracy in the department's response to subpoena requests. Routes supporting documents to DOJ's Data Disclosure team for formal approval to release records. Acts as OHR's PRA coordinator. Reviews all PRA requests related to OHR functions. Identifies, gathers, and distributes responsive documents to appropriate parties while ensuring compliance with privacy and confidentiality requirements.

- 25%** Collaborates with DOJ's Accounting Office staff on various invoice issues affecting the OHR budget. Researches the most efficient and cost-effective solutions to purchase supplies and equipment for OHR, including both non-information technology and information technology related items. Serves as an authorized purchaser in possession of a CAL-Card and ensures purchase requests are completed in agreeance with spending restrictions, purchasing logging procedures, and usage policies. Analyzes procurement requests for miscellaneous office equipment and items for programs within OHR, ensuring that Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.
- 15%** Leads, plans, and collaborates with OHR stakeholders to facilitate special projects across all OHR Units. Projects may involve technology, process improvement, policy creation, communications, or anything OHR Operations-related. Develops detailed plans to monitor and track progress of projects. Coordinates with internal and external stakeholders. Communicates effectively with upper management, both, status and outcomes.
- 10%** Independently researches, reviews, and analyzes changes to Federal and State Laws, collective bargaining unit contracts, departmental policies, and control agency communications including: California Department of Human Resources Policy Memos/Pay Letters, State Controller's Office Payroll/Personnel/Leave Letters, and CalPERS Circular Letters. Creates and maintains content for the OHR SharePoint site.

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):

Operations Unit
Analyst II

- ☐ 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.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES
OPERATIONS TEAM**

NAME: Vacant

POSITION: 420-057-5157-XXX

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the direction of the Supervisor I in the Office of Human Resources (OHR), Operations Team the Analyst I performs the full range of varied analytical duties including, but not limited to, completing Public Records Act requests (PRA), acting as OHR's custodian of records for subpoena requests, reviewing and monitoring OHR's communications released to the department and Department of Justice Administrative Manual (DOJAM) updates, and providing support for OHR purchases, invoices, and contracts. The Analyst I will also participate in OHR projects and workgroups representing the OHR Operations Unit. Additionally, the Analyst I will participate in managing OHR's budget and be an authorized purchaser in possession of a CAL-Card. The Analyst I will be expected to ensure Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods. Ability to lift, carry and/or move boxes of paper weighing up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Some travel may be required.

ESSENTIAL FUNCTIONS:

- 50%** Serves as the OHR's Communications Coordinator. Facilitates the review and approval process for all OHR communications that require Executive review and approval prior to being released to Department of Justice (DOJ) employees. Reviews OHR communication requests to ensure communications are free from grammatical errors and typos, and ensures communication is properly formatted per the DOJ Style guide. Collaborates with the DOJ Communications Office to provide feedback and recommendations to programs on all OHR communications. Prepares and routes Executive Office Approval Request Form (JUS 409) for signatures. Tracks and distributes all approved communication requests back to programs to ensure communications are released timely. Tracks and maintains OHR's monthly re-

occurring communications listing to ensure departmental communications are submitted for executive review timely and efficiently.

Serves as OHR's DOJAM Coordinator which includes reviewing existing policies and procedures to determine if they require modification, or if new policies or procedures are needed. Provides recommendations to Supervisor I on information revisions, additions, and deletions. Monitors and tracks OHR DOJAM update requests for OHR programs. Reviews DOJAM updates to ensure requests are formatted per DOJ Style Guide requirements and are free of grammatical errors. Communicates with stakeholders and subject matter experts and provides recommendations on process improvements for the department's overall DOJAM updates.

Serves as Custodian of Records for Official Personnel Files. Reviews subpoena requests for personnel records to ensure subpoenas are properly served and can be accepted by the department. Collaborates with the Employment Law Section to review supporting documents and declaration of records to ensure accuracy in the department's response to subpoena requests. Routes supporting documents to DOJ's Data Disclosure team for formal approval to release records. Acts as OHR's PRA coordinator, consulting the Supervisor I when necessary. Reviews all PRA requests related to OHR functions. Identifies, gathers, and distributes responsive documents to appropriate parties while ensuring compliance with privacy and confidentiality requirements.

- 25%** Collaborates with DOJ's Accounting Office staff on issues which may impact the OHR budget. Researches the most efficient and cost-effective solutions to purchase supplies and equipment for OHR, including both non-information technology and information technology related items. Serves as an authorized purchaser in possession of a CAL-Card with guidance from the Supervisor I and ensures purchase requests are completed in agreeance with spending restrictions, purchasing logging procedures, and usage policies. Reviews procurement requests for miscellaneous office equipment and items for programs within OHR, ensuring that Operations activities comply with departmental policy, fiscal soundness, the State's purchasing guidelines, and the Prompt Payment Act.
- 15%** Participates with OHR stakeholders on special projects across all OHR Units. Projects may involve technology, process improvement, policy creation, communications, or anything OHR Operations-related. Develops detailed plans to monitor and track progress of projects. Coordinates with internal and external stakeholders. Communicates effectively with upper management, both, status and outcomes.
- 10%** Researches, reviews, and analyzes changes to Federal and State Laws, collective bargaining unit contracts, departmental policies, and control agency communications including: California Department of Human Resources Policy Memos/Pay Letters, State Controller's Office Payroll/Personnel/Leave Letters, and CalPERS Circular Letters. Creates and maintains content for the OHR SharePoint site.

*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.

Employee's Signature Date

Supervisor's Signature Date

Rev. 08.2026