



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 26-036	Classification Title: Analyst II	Position Number: 835-332-5393-701
Incumbent Name: Vacant	Working Title: Hiring Analyst	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/HRB	Section/Unit: HR Section I/CRS	Reporting Location: Sacramento
Supervisor's Name: Paty Rodriguez	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:

Under the direction of Supervisor I, the Analyst II or Hiring Analyst provides comprehensive personnel and consultation services for designated program areas within the Department of Resources Recycling and Recovery (CalRecycle). Responsibilities include advising on civil service merit principles, classification and compensation, certification, hiring, position allocation, recruitment, selection, and other HR-related matters. The Hiring Analyst applies a broad range of laws, rules, regulations, and CalRecycle policies, procedures, and best practices related to California's classification plan and hiring processes. Duties may require access to confidential applicant, position, and departmental information.



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The Hiring Analyst is responsible for adhering to all confidentiality requirements, procedures, and guidelines when handling sensitive and personally identifiable information.

Essential Functions (including percentage of time):

- 25% Independently reviews and evaluates Request for Personnel Action (RPA) packages to determine the type and appropriateness of personnel requests, including refills, reallocations, transfers, realignments, promotions-in-place, establishment of new positions, reorganizations, out-of-class assignments, Retired Annuitant and Student Assistant appointments. This function involves conducting detailed analyses of current and proposed duty statements to identify changes in duties, ensuring they align with classification specifications and established allocation guidelines. Assess current and proposed organizational charts to verify accurate reporting structures and proper supervisory allocation. Additionally, reviews hiring-related documents, including job advertisements, screening matrices, interview questions, and scoring tools, to ensure materials adhere to merit-based hiring practices and comply with all relevant laws, rules, and regulations. Collaborates with Division Liaisons to provide feedback and recommend revisions, and prepares written analyses and recommendations on complex classification and pay matters in accordance with California Human Resources and State Personnel Board policies. The position provides guidance to hiring managers on classification allocation, identifies and presents alternative solutions, and evaluates requests to establish or reclassify positions, and assists in determining the appropriate classification level. Provides comprehensive personnel management consultation to designated supervisors, managers, and liaisons on matters involving the State's classification plan, compensation, certification, hiring, position allocation, recruitment, and selection. The incumbent evaluates, anticipates, and identifies personnel management issues and recommends appropriate courses of action while ensuring accurate interpretation, application, and compliance with laws, rules, regulations, best practices, and civil service merit principles. The incumbent communicates proactively with stakeholders to address personnel matters and provide timely status updates.
- 20% Independently manages recruitment for assigned CalRecycle vacancies by posting and maintaining job announcements in the Exam and Certification Online System (ECOS), LinkedIn, Handshake, and internal job bulletins, while ensuring accurate documentation in both ECOS and the departmental position tracking system. The incumbent monitors recruitment timelines and final filing dates to ensure hiring managers receive an adequate and qualified candidate pool, and exercises judgment to extend or re-advertise positions when necessary to support successful merit-based hiring outcomes.
- 20% Independently reviews completed screening matrices and hiring documentation to ensure merit-based hiring practices were followed. This includes conducting minimum qualification reviews of selected candidates by analyzing classification specifications, allocation guidelines, and other resources to verify that candidates meet all requirements and possess the appropriate eligibility. Verifies applicants' employment history, education, and required credentials. Performs withhold reviews, contacts candidates to obtain additional information when necessary, and makes final determinations based on established criteria. Using tracking



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tools, the incumbent monitors review outcomes and provides timely results and guidance to Division Liaisons to support compliant and efficient hiring processes.

- 15% Conducts salary determinations in compliance with applicable laws, rules, and pay differential requirements. The incumbent evaluates and assigns appropriate alternate range placements and calculates salaries in accordance with established regulations, tracking progression when necessary. The incumbent prepares accurate offer letters, clears certification lists in alignment with governing authorities, and assembles required documentation for managerial approval of candidate selections.
- 15% Updates existing departmental policies and procedures and drafts new procedures to ensure operational consistency, compliance with governing authorities, and alignment with best practices. The incumbent represents CalRecycle at career fairs and recruitment events to support workforce planning and promote the department. The incumbent also prepares draft responses to merit issue complaints, appeals, and alternate range review requests by conducting thorough analyses, applying applicable laws, rules, and civil service merit principles, and ensuring recommendations are accurate, well-supported, and timely.

Marginal Functions (Including a percentage of the time):

- 5% Special project as assigned for CalRecycle.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date