

☐ Current ☒ Proposed

Classification Title Analyst II	Division/Unit Administrative Services Division
Working Title Personnel & Leave Analyst	HQ Designation CalHR Sacramento
Position Number 363-100-5393-003	Date Prepared 08/21/2026
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the direction of the Transactions Unit Manager (Supervisor I), the Analyst II independently performs sensitive and complex analytical assignments involving personnel administration, payroll, benefits, medical leave, and personnel transactions. The incumbent will perform duties associated with processing complex personnel and payroll transactions. The incumbent will interpret and apply State and Federal laws, regulations, rules, and policies to a variety of personnel and benefit programs for CalHR. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
30%	OV	Independently performs the department's difficult and sensitive personnel administration assignments involving personnel transactions, payroll, benefits administration, leave accounting, medical leave, compensation, employment actions, and complex accounts receivables. Serves as the department's subject matter expert (SME) for personnel, payroll, benefits, and leave administration by researching, interpreting, and applying State and federal laws, regulations, Memoranda of Understanding (MOUs),

		Government Code, CalHR policies, State Personnel Board (SPB) rules, State Controller's Office (SCO) procedures, California Public Employees' Retirement System (CalPERS) regulations, departmental policies, and other control agency directives to resolve complex personnel issues. Independently prepares, reviews, audits, and processes complex personnel and payroll transactions, including Personnel Action Requests (PARs), Requests for Personnel Action (RPAs), appointments, transfers, time base changes, salary determinations, payroll adjustments, supplemental payroll, overtime, special pay, tax withholding, insurance deductions, salary advances, merit salary adjustments, attendance reporting, electronic timekeeping (TEMPO), benefit enrollments, and employment documentation using statewide automated personnel, payroll, and timekeeping systems.
20%	OV	Administers the department's Medical Leave Program by determining employee eligibility for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Leave (PFL), Nonindustrial Disability Insurance (NDI), Pregnancy Disability Leave (PDL), Parental Leave, Catastrophic Leave, Family Care Leave, and other leave programs while ensuring accurate leave accounting, payroll adjustments, benefit continuation, and confidentiality. Administers employee benefit programs, including health, dental, vision, FlexElect, COBRA, life insurance, Group Legal, Long-Term Disability, Dependent Re-Verification (DRV), and retirement-related transactions by reviewing eligibility, processing enrollments, verifying dependent documentation, maintaining benefit records, and coordinating with CalPERS. Collaborates with Human Resources staff, departmental managers, SCO, CalPERS, CalHR, SPB, and other control agencies to research, resolve, and communicate complex personnel, payroll, benefits, retirement, attendance, and leave issues while maintaining effective working relationships with employees, supervisors, managers, HR Coordinators, and departmental liaisons.
20%	OV	Leads complex analytical projects related to personnel administration, payroll, benefits, leave administration, and human resources operations. Conducts comprehensive analyses of business processes to identify operational efficiencies, compliance risks, service improvements, and workflow enhancements. Develops implementation plans, recommends policy and procedural changes, revises internal processes, ensures timely implementation of new laws, regulations, bargaining unit agreements, and control agency requirements. Develops, reviews, updates, and maintains Transactions Unit job guides, operational procedures, and reference materials to ensure consistency, compliance, and operational efficiency. Conducts special projects involving personnel administration, payroll, benefits, leave administration, attendance, accounts receivable, and employment transactions. Researches complex personnel and payroll issues, prepares reports and correspondence for management and control agencies, facilitates meetings, and presents recommendations regarding program improvements and operational effectiveness.
20%	OV	Serves as the lead technical resource for Transactions Unit staff by providing guidance regarding personnel transactions, payroll,

		benefits administration, medical leave, leave accounting, attendance reporting, and employment actions. Develops, coordinates, and delivers comprehensive training for new and existing staff regarding personnel administration, payroll, benefits, leave programs, and statewide personnel systems. Develops and maintains training curricula, instructional materials, job aids, reference guides, and knowledge resources to promote consistency and technical proficiency. Reviews and audits complex personnel transactions, attendance records, payroll documents, and analytical work products for technical accuracy, appropriate coding, policy compliance, and consistency with State laws, regulations, bargaining unit agreements, and departmental procedures prior to submission to applicable control agencies. Conducts onboarding and offboarding for new-to-state, transfer, and separating employees. Processes employment verifications, responds to complex personnel and payroll inquiries, and maintains productive working relationships with employees, supervisors, managers, Human Resources Office Staff, and external stakeholders while providing expert consultation regarding sensitive personnel matters. May serve as backup to the Transactions Unit Manager.
Percentage	(O) / (V)	Marginal Job Duties
5%	OV	Develops and maintains tracking systems, metrics, logs, and reports to monitor personnel, payroll, benefits, medical leave, attendance, administrative time off, and accounts receivable activities. Conducts quality assurance reviews, analyzes trends, identifies recurring issues and monitors implementation of operational improvements to ensure compliance with applicable laws, regulations, bargaining unit agreements, and departmental policies.
5%	OV	Performs other analytical assignments, special projects, and program responsibilities as assigned. Participates in statewide workgroups, CalHR, SCO, CalPERS, SPB, and other control agency meetings, forums, and training to remain current on changes to laws, regulations, policies, and best practices affecting personnel administration. Represents the Human Resources Office as assigned; documents and communicates meeting outcomes, as appropriate; and maintains professional knowledge through continuing education, cross-training, and participation in process improvement activities.

Supervision Received

The Analyst II reports directly to and receives the majority of assignments from the Supervisor I; however, direction and assignments may also come from the Personnel and Medical Management Branch Chief (Supervisor II) or the Chief People Officer (Manager II).

Supervision Exercised

None.

Special Requirements/Desirable Qualifications

- Knowledge of control agencies laws, rules, and resource manuals
- Ability to provide exceptional customer service in a professional and courteous manner
- Demonstrates dependability and accuracy in task completion
- Demonstrates capacity to effectively organize and prioritize tasks

- Strong understanding of NDI, SDI, and Workers' Compensation regulations, policies, and procedures.
- Strong dedication to delivering high-quality work and a solid work ethic
- Strong interpersonal skills for addressing customer inquiries and effectively conveying information to diverse audiences
- Excellent verbal communication skills, capable of articulating complex information clearly
- Proficient in identifying and correcting errors while maintaining meticulous records
- Proficient in managing multiple responsibilities concurrently
- Flexible and adaptable to handle changing priorities and deadlines
- CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend training, meetings, or conduct onboarding.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Name	Date