

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-440-5393-845	Date:
Class: Analyst II (Exams)	Name:
Under general direction of the Supervisor I (Exams), Human Resources Branch, the incumbent works independently to provide expert analysis and program direction to the California Department of Veterans Affairs (CalVet) in all areas associated with the State's Examinations program. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a heavy workload with a strong commitment to customer service.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	<u>Exam Administration:</u> Receive, log, and electronically file examination packages; review examination packages (application, exam, and supporting documents) to confirm submission requirements have been met; review examination packages to determine whether applicants are eligible to participate in the examination; accept, reject, and/or flag examination packages as appropriate based on the minimum qualifications review; log applicant ratings and determine their examination score; process all received examination packages in the CalVet's online examination system; print, scan, and save all reports and notices from the CalVet's online examination system; mail applicant exam notices; enter and process scores in the CalVet's online examination system; review error reports, research issues, and make corrections in the CalVet's online examination system; ensure all documents are complete, properly filed, and audit-ready. Some exam administrations may require travel.
25%	<u>Minimum Qualifications:</u> Complete minimum qualification review requests for recruitments; review applications, employment history, education, licenses, certifications, and supporting documentation to determine whether applicants meet the minimum qualifications for the classification; identify any missing documentation needed to meet minimum qualifications; calculate qualifying employment experience by determining the amount of years, months, and days between employment dates; research and evaluate supplemental information submitted by applicants; draft and issue notices informing applicants they do not currently meet the minimum qualifications; communicate with applicants regarding minimum qualification determinations and provide guidance; review any supplemental material submitted as part of the withhold process; prepare and process final determination notices within the CalVet online examination system.
20%	<u>Exams Email Support:</u> Monitor and respond to requests received through a shared examinations inbox; review, research, and evaluate requests from applicants, hiring managers, Human Resources staff, other CalVet staff, and other State departments to determine the appropriate course of action; provide information and guidance regarding examination requirements, minimum qualifications, examination status, eligibility, and hiring processes; prepare and send standardized and customized correspondence; process requests to use

	employment eligibility lists; coordinate CalVet subject matter expert (SME) participation in projects led by other State departments; maintain records and ensure requests are processed accurately and timely.
10%	<u>Job Analysis & Exam Development:</u> Conduct literature reviews of job classification specifications, position data, prior job analyses, and examinations; prepare project plans and identify subject matter experts (SMEs); develop and validate task and knowledge, skills, abilities, and other characteristics (KSAO) statements through SME meetings and surveys; analyze survey data to determine final task and KSAO statements and establish examination passing scores; prepare and edit job analysis and examination validation reports; ensure all documents are complete, properly filed, and audit-ready.
10%	May conduct Career Executive Assignment (CEA) exams; may serve as a certified chairperson on exam panels; review, edit, and/or update various templates, resources, and procedures related to exams; may gather materials for and investigate appeals, audits, and merit issue complaints; draft and edit responses to appeals and merit issue complaints; prepare for and attend job/hiring fairs; and communicate with fair attendees and provide guidance on the selection process.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-440-5142-845		Date:				
Class: Analyst II (Exams)		Name:				
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X	
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X	
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X	
WALKING: Within the department to various units.			X			
SITTING: Work station; meetings; training.					X	
STANDING: Copy documents; review records.			X			
BALANCING:		X				
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes, determine the needs of management and provide information; prepare various reports and documents; gather data; research and analyze statistical information.					X	
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X	
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-25 LBS:		X				
LIFTING 25-50 LBS:		X				
FINGERING Push telephone buttons, calculator keys, and computer keyboard.					X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X		
CARRYING: Transport documents.		X				
CLIMBING: Stairs.		X				
BENDING AT WAIST: Use copier; access low file drawers.			X			

KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Human Resources Signature _____ Date _____