



## Duty Statement

| DIRECTORATE/DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Administrative Services Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Analyst II <b>Limited Term</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 681-600-5393-912                              |
| BRANCH (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CBID                                          |
| Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Senior HR Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | R01                                           |
| SECTION/UNIT (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | INCUMBENT                                     |
| HR Operations Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sacramento - Bateson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Vacant                                        |
| IMMEDIATE SUPERVISOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| Supervisor I / HR Operations Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| MISSION STATEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| Under the general direction of the HR Operations Supervisor (Supervisor I), the Human Resources Analyst independently performs complex, journey-level analytical and consultative work in support of human resources programs. The incumbent provides classification, compensation, recruitment, examination, and performance management services; serves as a liaison with control agencies; and advises management, supervisors, and employees on a wide range of personnel issues to ensure compliance with applicable laws, rules, policies, and best practices. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| <b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b>                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| ESSENTIAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
| %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TASK/DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Recruitment and Personnel Actions: Analyzes and processes complex personnel actions related to recruitment, appointments, reclassifications, and redirections in accordance with State and departmental laws, rules, and procedures. Independently initiates, reviews, and completes Requests for Personnel Action (RPAs) and validates position information using Position Control and budget data. Coordinates recruitment activities by ordering certification lists, issuing employment inquiries, coding certification responses, verifying candidate eligibility, and determining alternate range placement. Works closely with assigned programs to ensure timely and accurate completion of hiring documentation. Independently reviews and approves Classification and Pay (C&P) actions, including Hiring Above Minimum requests, Out-of-Class assignments, and Training and Development Assignments. |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Classification and Compensation Analysis: Independently analyzes, reviews, and evaluates complex classification and compensation matters, including duty statements, organizational structures, grievances, merit issue complaints, compelling management needs, Exceptional Allocations, and related policies and procedures. Determines appropriate position allocations and classifications based on class specifications, allocation guidelines, and applicable laws and rules. Consults with program managers to assess organizational needs and provides analytical recommendations, alternatives, or solutions to support effective workforce design and compliance.                                                                                                                                                                                                                                     |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Examinations and Minimum Qualifications Determinations: Performs complex analytical work related to examinations and Minimum Qualifications (MQ) determinations. Reviews and evaluates applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                              | experience and education using State applications, resumes, Statements of Qualifications, classification specifications, the Selection Manual, and State Personnel Board laws and rules. Conducts research using HR Net and other reference materials; contacts applicants to obtain clarification or verification of experience or education; and resolves the most difficult MQ and examination issues. Processes withholdings from certification and prepares MQ review notices and permanent withhold correspondence.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 20%                                                                                                                                                                                                                                                                                                                                                                          | Performance Management: Provides analytical advice and consultation to managers and supervisors on complex preventive and corrective performance management matters. Reviews requests for disciplinary action to ensure progressive discipline requirements are met, documentation is complete, and actions are applied consistently and in compliance with laws and policies. Drafts personnel documents including counseling memoranda, rejections on probation, and adverse actions. Tracks probationary reports and performance appraisals to ensure compliance with required timelines. Assists in the development and delivery of training related to performance management and progressive discipline. Maintains current knowledge of HR laws, rules, policies, and best practices, and recommends process improvements to enhance efficiency and effectiveness. Develops and maintains desk manuals, guidelines, procedures, reports, and other written materials. |
| 10%                                                                                                                                                                                                                                                                                                                                                                          | Human Resources Reporting and Data Tracking: Analyzes, maintains, and updates HR reports and tracking tools, including vacancy reports, RPA tracking logs, organizational charts, activity reports, and MIRS data. Ensures accuracy and timeliness of reports to support management oversight and workforce planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5%                                                                                                                                                                                                                                                                                                                                                                           | Career Executive Assignment and Exempt Appointments: Performs Career Executive Assignment (CEA) and exempt appointment processes by conducting CEA examinations, posting bulletins, participating in application scoring, and posting examination results. Prepares exempt position requests and assists in gathering required documentation. Coordinates with Government Operations, the Governor's Office, and CalHR to obtain approvals for exempt and CEA appointments, including drafting CEA proposals and supporting allocation and level determinations as directed.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| %                                                                                                                                                                                                                                                                                                                                                                            | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5%                                                                                                                                                                                                                                                                                                                                                                           | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• <b>Work Schedule:</b> Monday through Friday, 40 hours per week.</li><li>• <b>Communication:</b> Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.</li></ul>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>TRAVEL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Occasional travel may be required, including overnight stays. The incumbent may also be required to work nonstandard hours, including evenings and weekends, and to travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, conferences, meetings, and other activities necessary to perform job duties |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>DRIVING REQUIREMENTS:</b> No                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as <b>telework eligible, office centered</b> .                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CONFLICT OF INTEREST:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## Duty Statement

### SPECIAL REQUIREMENTS:

None

### PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office

Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.

### ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

| Activity                  | Frequency                    | Distance/Height |
|---------------------------|------------------------------|-----------------|
| Sitting                   | Constantly (Over 6 Hours)    |                 |
| Standing                  | Occasionally (Up to 3 Hours) |                 |
| Running                   | Never                        |                 |
| Walking                   | Occasionally (Up to 3 Hours) |                 |
| Crawling                  | Never                        |                 |
| Kneeling                  | Never                        |                 |
| Climbing                  | Never                        |                 |
| Squatting                 | Never                        |                 |
| Bending (neck)            | Occasionally (Up to 3 Hours) |                 |
| Bending (waist)           | Occasionally (Up to 3 Hours) |                 |
| Twisting (neck)           | Occasionally (Up to 3 Hours) |                 |
| Twisting (waist)          | Occasionally (Up to 3 Hours) |                 |
| Reaching (above shoulder) | Occasionally (Up to 3 Hours) |                 |
| Reaching (below shoulder) | Occasionally (Up to 3 Hours) |                 |
| Pushing & Pulling         | Never                        |                 |
| Fine Manipulation         | Constantly (Over 6 Hours)    |                 |
| Power Grasping            | Never                        |                 |
| Simple Grasping           | Constantly (Over 6 Hours)    |                 |
| Repetitive use of hand(s) | Constantly (Over 6 Hours)    |                 |
| Keyboard Use              | Constantly (Over 6 Hours)    |                 |
| Mouse Use                 | Constantly (Over 6 Hours)    |                 |
| Walking on uneven ground  | Never                        |                 |
| Driving                   | Never                        |                 |
| Lifting/Carrying          | Occasionally (Up to 3 Hours) |                 |



## Duty Statement

|               |                              |  |
|---------------|------------------------------|--|
| 0 – 10 lbs.   | Occasionally (Up to 3 Hours) |  |
| 11 – 25 lbs.  | Never                        |  |
| 26 – 50 lbs.  | Never                        |  |
| 51 – 75 lbs.  | Never                        |  |
| 76 – 100 lbs. | Never                        |  |
| 100 + lbs.    | Never                        |  |

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### **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.

| <b>SUPERVISOR NAME (TYPE)</b> | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|-------------------------------|-----------------------------|-------------|
|                               |                             |             |

### **EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| <b>EMPLOYEE NAME (TYPE)</b> | <b>EMPLOYEE SIGNATURE</b> | <b>DATE</b> |
|-----------------------------|---------------------------|-------------|
|                             |                           |             |