



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 5393 Analyst II
Branch: Human Resources Branch	Working Title: Examination Analyst
Unit: Human Resource Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-5393-316	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 08/26/2026

Direction Statement and General Description of Duties: It is the responsibility of each Human Resources Branch (HRB) employee to maintain a constructive, solution-oriented attitude supporting teamwork and cooperative working relationships.

Under the general direction of the Supervisor I, the Analyst II independently performs the full range of personnel selection activities; provides liaison with the State Personnel Board (SPB) and California Department of Human Resources (CalHR); completes special assignments; and communicates and works with all levels of staff and the public.

Percentage and Essential/Marginal Functions:



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40%	Examination Administration and Processing (E) Independently conduct complex job analyses and compose job analysis reports; research and analyze historical exam data and prepare exam planning documents; create Exam Control records and exam bulletins using the California Department of Human Resources' (CalHR) online system; develop and administer legally supported exam method and test items, which may consist of a self-assessment, performance, written test or interview; interpret item analysis; evaluate and analyze data to set pass points; compose validation reports to support the exam method, items and pass point; generate correspondence; and input exam information and results into online system. Review requests for reasonable accommodation and coordinate appropriate adjustments for exam administration. Independently monitor and evaluate complex exams to ensure effectiveness of selection process; recommend improvements for future exams; resolve and respond to issues of highest difficulty which arise during and after exams, including complaints and appeals, verbally and in writing; analyze complex position and classification data collected from various sources to identify common tasks performed within a classification and the knowledge, skills, abilities, and personal characteristics (KSAPCs) required to perform these tasks; write task and KSAPC statements for each classification studied, following procedures outlined by the CalHR and Uniform Guidelines on Employee Selection Procedures. Request subject matter experts (SMEs) from programs; conduct meetings with SMEs; create and administer surveys using an online survey platform; and use a spreadsheet software to input and analyze data.
35%	Withholds Processing and Minimum Qualifications Assessments (E) Independently research and review documents and information; evaluate candidates' qualifications against the classification Minimum Qualifications (MQs); interpret and apply State civil service laws, rules, and regulations (Government Code, California Codes of Regulations, etc.); act as subject matter expert on interpretation and application of MQs; write a variety of correspondence and emails; determine if a withhold is supported; and research and respond verbally and in writing to inquiries.
10%	Limited Examination and Appointments Process (LEAP) Processing (E) Act as the Departmental LEAP Coordinator; independently meet with impacted staff to provide information on the LEAP process; review and process Job Examination Period (JEP) documents for LEAP hires; communicate with departmental managers and LEAP candidates regarding job offer inquiries and appointment election options; provide due



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	dates for JEP reports; and prepare memorandums and emails to coordinate appointment of and transition of LEAP hires.
10%	Special Assignments and Customer Service (E) Advise management, departmental staff, and the public as to the interpretation and application of State civil service laws, policies and procedures; assist management and departmental staff in analyzing and resolving a wide variety of personnel selection issues by providing recommendations and alternatives; complete special assignments or studies related to human resources issues as assigned; monitor and receive calls from departmental staff and the public to field exams and MQs inquiries; and represent the DMV at job fairs and workgroups, promoting our mission and attracting diverse talent. Recommend ways to streamline processes and procedures. Research appropriate lists. Process transfer of eligibility records. Train and mentor new analysts.
5%	Other (M) Perform other duties as required.



DEPARTMENT OF MOTOR VEHICLES
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Supervision Received: The Analyst II reports directly to and receives assignments from the Supervisor I; however, directions and assignments may also come from the Supervisor II.
Supervision Exercised and Staff Numbers: None
Physical Requirements: May be sedentary for extended periods of time in an office setting; to operate a computer terminal; give presentations; and participate at meetings. Ability to communicate effectively with internal/external customers over the telephone and via email. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, occasional bending/stooping, and answering a telephone, and sorting, filing, and reviewing documents.
Special Requirements: Must pass fingerprint clearances before hire. Excellent communication, writing, interpersonal skills are essential. Must be able to adapt to changing priorities and deadlines, perform successfully independently and as a team member, and maintain confidentiality. Must be able to think creatively and innovatively. Must be able to represent the Department of Motor Vehicles professionally in the course of work, especially when working with the public. Must be approachable and courteous.
Personal Contacts: This position will interact with departmental staff daily, all levels of management, and internal/external customers via telephone, email, in person or by mail. Interactions may be general, informative, confidential or sensitive in nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 5157 Analyst I
Branch: Human Resources Branch	Working Title: Examination Analyst
Unit: Human Resource Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-5157-316	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
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Percentage and Essential/Marginal Functions:



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45%	Examination Administration and Processing (E) Conduct job analyses and compose job analysis reports; research and analyze historical exam data and prepare exam planning documents; create Exam Control records and exam bulletins using the California Department of Human Resources' (CalHR) online system; develop and administer legally supported exam method and test items, which may consist of a self-assessment, performance, written test or interview; interpret item analysis; evaluate and analyze data to set pass points; compose validation reports to support the exam method, items and pass point; generate correspondence; and input exam information and results into online system. Review requests for reasonable accommodation and coordinate appropriate adjustments for exam administration. Monitor and evaluate exams to ensure effectiveness of selection process; recommend improvements for future exams; resolve and respond to issues which arise during and after exams, including complaints and appeals, verbally and in writing; analyze position and classification data collected from various sources to identify common tasks performed within a classification and the knowledge, skills, abilities, and personal characteristics (KSAPCs) required to perform these tasks; write task and KSAPC statements for each classification studied, following procedures outlined by the CalHR and Uniform Guidelines on Employee Selection Procedures. Request subject matter experts (SMEs) from programs; conduct meetings with SMEs; create and administer surveys using an online survey platform; and use a spreadsheet software to input and analyze data.
35%	Withholds Processing and Minimum Qualifications Assessments (E) Research and review documents and information; evaluate candidates' qualifications against the classification Minimum Qualifications (MQs); interpret and apply State civil service laws, rules, and regulations (Government Code, California Codes of Regulations, etc.); act as subject matter expert on interpretation and application of MQs; write a variety of correspondence and emails; determine if a withhold is supported; and research and respond verbally and in writing to inquiries.



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5%	Special Assignments and Customer Service (E) Advise management, departmental staff, and the public as to the interpretation and application of State civil service laws, policies and procedures; assist management and departmental staff in analyzing and resolving a wide variety of personnel selection issues by providing recommendations and alternatives; complete special assignments or studies related to human resources issues as assigned; monitor and receive calls from departmental staff and the public to field exams and MQs inquiries; and represent the DMV at job fairs and workgroups, promoting our mission and attracting diverse talent. Research appropriate lists. Process transfer of eligibility records. Recommend ways to streamline processes and procedures.
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Supervision Exercised and Staff Numbers: None

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