

DUTY STATEMENT

DS 3022 (09/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
PERSONNEL SERVICES SECTION
TRANSACTIONS UNIT**

DUTY STATEMENT

JOB TITLE: Analyst II**POSITION #:** 472-521-5393-XXX**WORKING TITLE:** California State Payroll System Analyst **EMPLOYEE:**

POSITION DESCRIPTION: The Analyst II serves as a departmental analyst supporting the implementation of the California State Payroll System (CSPS). The incumbent provides analytical, coordination, and operational support for departmental readiness for the new statewide payroll system. The position works closely with departmental leadership, project liaisons, subject matter experts, and control agencies to analyze payroll and personnel processes, support operational change management, coordinate readiness activities, and assist in testing and training preparation. The Analyst II provides subject matter expertise related to payroll and personnel transactions and assists the department in preparing for system implementation and post-implementation support.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports directly to, and under direction of the Supervisor II.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 35% Participates in department-wide meetings, discussions, and workshops related to the CSPS project. Coordinates departmental readiness activities and monitors assignments associated with CSPS implementation to ensure completion of project deliverables. The position works closely with departmental subject matter experts, coordinators, and management to track progress and identify potential issues affecting readiness. The incumbent facilitates internal discussions related to operational impacts and business process changes resulting from the implementation of the new payroll system. Attend meetings with leadership and project representatives to review progress, address roadblocks, and identify next steps. Supports communication between the department and CSPS project representatives when assigned and assists with monitoring project timelines and deliverables. The position promotes effective teamwork and collaboration among project participants and supports continuous improvement of departmental readiness activities.

- 30% Participates in business process education workshops and work sessions related to CSPA implementation. The incumbent reviews and analyzes current ("As-Is") payroll and personnel processes and compares them to the future ("To-Be") processes developed for the CSPA system. Evaluates how new CSPA processes will integrate with departmental operations and identifies potential operational impacts. Reviews system design documentation and provides feedback from an operational and payroll processing perspective. Assists management in identifying process improvements and recommends changes to departmental procedures to align with CSPA functionality.
- 30% Participate in system testing activities designed to validate CSPA functionality and ensure the system meets departmental operational needs. Review testing scenarios and evaluate how payroll and personnel transactions function within the new system environment. Collaborate with project teams and subject matter experts to document testing outcomes and identify system issues or operational concerns. Provide feedback regarding system functionality, data accuracy, and operational usability. Assist in coordinating departmental participation in testing cycles and support user acceptance testing and readiness validation activities. Support departmental change management activities associated with CSPA implementation. Assist with developing and disseminating project communications to ensure consistent messaging throughout the department. Provide periodic updates to departmental leadership regarding project status and readiness activities. Coordinate responses to readiness surveys and compile results for management review. Support development and monitoring of departmental readiness dashboards and track completion of readiness actions. Work with management to identify areas of resistance or operational concern and assist in developing strategies to mitigate potential impacts associated with system implementation.

Marginal Job Functions:

- 5% Assist with coordinating training activities associated with CSPA implementation. Support training logistics by assisting with scheduling, coordinating training sessions, and distributing training materials to staff. Work with departmental leadership to coordinate training participation, track enrollments, and monitor staff attendance. Assist by collecting feedback regarding training effectiveness and support efforts to ensure employees are prepared to use the new system. Provide operational support and subject matter expertise related to payroll and personnel transactions processed through CSPA following system implementation. Assist management and staff in understanding system functionality and operational processes within the new system environment. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS:

This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Current office methods, procedures, equipment, and basic math principles.

Ability to: Think logically, multi-task, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.