

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Hiring Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-309-5393-830
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Hiring Services Unit I or II	Omar Mohabbat
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office ARU 309	Supervisor I or II
BRANCH:	REVISION DATE:
Disability Insurance Branch	2/2/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional travel may be required to assist with training in DI Branch Field Offices	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Supervisor II of the Hiring Services Unit (HSU) II, the Analyst II (Hiring Analyst) independently performs assignments related to providing direct support to the Disability Insurance (DI) Branch hiring managers. The incumbent reviews hiring matrices and all other hiring documentation to ensure DI Branch hires are being made appropriately and in accordance with Employment Development Department (EDD) best hiring practices, assists with creation of scoring criteria for recruitments, provides analytical and technical assistance on both routine and more complex non-standard hiring issues; reviews hiring package documentation for accuracy, consistency, and completion, prior to submission to the Human Resource Services Division (HRSD), assists with creation of position statements, recommends verbiage for advertisements, and conducts special research projects. Additionally, the incumbent is responsible for the coordination and processing of and the onboarding of new hires within the DI Branch. All duties are performed within the framework of the department's mission and values and are in line with the department's policies and procedures.	

Percentage of Duties	Essential Functions
40%	Provides direct support to DI Branch managers/supervisors in all phases of the hiring process to ensure a fair, equitable, and competitive hiring process, in an effort to reduce merit issue complaints. Analyzes duty statements for alignment with classification specifications, analyzes hiring announcements, educates hiring managers on the requirements of a fair hiring process, gathers documentation and prepares Requests for Personnel Action (RPA), prepares hiring matrices by inputting available information from ECOS, audits hiring packets for completeness, and ensures all steps of the hiring process are being conducted appropriately and efficiently, etc. Reviews and triages incoming requests from hiring managers throughout the hiring process (requests for information, templates, coordination with the HRSD, etc.) to determine appropriate processing steps, ensuring timely disposition. Monitors distribution mailbox and analyzes incoming emails to determine appropriate processing steps and coordination of responses. Analyzes hiring documentation to ensure all phases of the hiring process were completed properly and all pertinent information is reflected in the documentation. Gathers all hiring and supporting documentation for retention purposes and coordinates with the HRSD, when merit issue complaints occur. Maintains the confidentiality of personal or sensitive information (names of candidates, screening criteria, interview questions, etc.) obtained or developed with the hiring manager throughout the hiring process. Provides supervisor with weekly status updates on all assigned hiring processes, including keeping supervisor informed of problems or areas of concern, such as communication breakdowns, criteria that is suspected of not meeting State Personnel Board guidelines, etc. Contacts DI Branch managers/supervisors, the HRSD, including the Classification and Pay Group, Selection Services Group, and Payroll Services Group, as necessary, to resolve issues and/or seek guidance related to hiring processes and/or RPAs. Maintains diplomacy, organization, professionalism, and exercises impeccable judgment and discretion.
30%	Analyzes internal DI Branch processes and procedures, in order to identify areas for improvement and recommend revisions to increase the efficiency and effectiveness of DI Branch hiring efforts. Evaluates hiring efforts by continually performing research to aid in the recommendation and development of process improvements to the various phases of the hiring process, while ensuring compliance with California Department of Human Resources (CalHR) and EDD HRSD processes and procedures. Communicates to staff and management regularly throughout hiring processes and personnel changes, regarding status updates and advising on necessary revisions or next steps to keep processes moving forward. Analyzes hiring documents to verify correct format, punctuation, grammar, and sentence structure are used and that all documents follow applicable hiring policies and procedures. Analyzes job postings, statements of qualifications, desirable qualifications, screening criteria, interview questions, etc. to make recommendations to management, in order to ensure a merit-based hiring process and to successfully recruit a qualified candidate. Analyzes and edits written materials prepared by others involved with the hiring process to ensure the accuracy, completeness, and readability of content. Participates in various research projects related to hiring, recruitment, or exam processes using departmental/divisional resources and staff, which requires the preparation of presentations for management and staff of all findings and recommendations.
10%	Participates in the evolution and maintenance of the DI Branch Hiring Practices Guide, based on the most recent CalHR, HRSD, EDD, and DI Branch policies and procedures.

Civil Service Classification

Analyst II

Position Number

280-309-5393

10%	Participates in the evaluation and maintenance of team guidelines to ensure team processes are consistent and progressively changing, along with HRSD policies and guidelines.	
Percentage of Duties	Marginal Functions	
5%	Participates on small projects, leads training and other efforts. Facilitates meetings with staff from various teams and obtains consensus or buy-in from various parties.	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>		
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AF	8/27/2026

Civil Service Classification

Analyst II

Position Number

280-309-5393

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Hiring Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	280-309-5157-830
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Hiring Services Unit I or II	Omar Mohabbat
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office ARU 309	Supervisor I or II
BRANCH:	REVISION DATE:
Disability Insurance Branch	2/2/2026
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☒ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional travel may be required to assist with training in DI Branch Field Offices	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the supervision of the Supervisor I or II (Personnel and Hiring Services Group Manager or Hiring Services Unit Supervisor), of the Hiring Services Unit (HSU) II, the Analyst I (Hiring Analyst) independently performs the less complex analytical work in all phases of the hiring process to ensure a fair, equitable, and competitive hiring process with a goal to reduce merit issue complaints. The incumbent provides direct support to the Disability Insurance (DI) Branch hiring managers with an objective to expeditiously fill vacancies. The incumbent analyzes, tracks and maintains vacancy log and organizational charts for DI Branch. Operating in conjunction with the Supervisor I or II, prepares vacancy reports for Senior Management, reviews hiring matrices and all other related hiring documentation in accordance with Employment Development Department (EDD) best hiring practices prior to submission to the Human Resource Services Division (HRSD). The incumbent establishes and maintains positive and professional working relationships with Hiring Managers and HRSD.	
Percentage of Duties	Essential Functions

Civil Service Classification

Analyst I

Position Number

280-309-5157

40%	Provides direct support to DI Branch managers/supervisors in all phases of the hiring process by analyzing duty statements for alignment with classification specifications, and prepares hiring matrices by inputting available information from ECOS. Analyzes hiring documents to verify correct format, ensures correct grammar and sentence structure are used and that all documents follow applicable hiring policies and procedures. Analyzes hiring documentation to ensure all phases of the hiring process were completed properly and all pertinent information is reflected in the documentation. Analyzes job postings, statements of qualifications, desirable qualifications, screening criteria, interview questions, etc. to make recommendations to management, in order to ensure a merit-based hiring process and to successfully recruit a qualified candidate. Gathers documentation and prepares Requests for Personnel Action (RPA). Maintains the confidentiality of personal or sensitive information (names of candidates, screening criteria, interview questions, etc.) obtained or developed with the hiring manager throughout the hiring process. Audits hiring packets for completeness, and ensures all steps of the hiring process are being conducted appropriately and efficiently. Monitors distribution mailbox, and reviews/triages the less complex incoming requests from hiring managers throughout the hiring process (requests for information, templates, coordination with the HRSD, etc.) to determine appropriate processing steps, and coordination of responses. Gathers all hiring and supporting documentation for retention purposes and coordinates with the HRSD when merit issue complaints occur. Provides supervisor with weekly status updates on all assigned hiring processes, including keeping supervisor informed of problems or areas of concern, such as communication breakdowns, criteria that is suspected of not meeting State Personnel Board guidelines, etc. Contacts DI Branch managers/supervisors, the HRSD, including the Classification and Pay Group, Selection Services Group, and Payroll Services Group, as necessary, to resolve issues and/or seek guidance related to hiring processes and/or RPAs. Maintains diplomacy, organization, professionalism, and exercises impeccable judgment and discretion. Provides excellent customer service to Hiring Managers.
30%	Reviews, analyzes and maintains DI Branch vacancy log, ensuring regular updating of correct information. Updates and maintains organizational charts to reflect new hires and vacancies. Compares vacancy log to confirm DI Branch vacancies regularly to ensure all DI Branch advertised vacancies are correctly represented (on various hiring platforms) and follows-up on discrepancies as needed. Prepares accurate vacancy reports for DI Branch Senior Leadership team. Maintains hiring folders and all required documentation to support hires. Provides support, guidance and training to Hiring Managers. Working with a lead analyst in analyzing internal DI Branch hiring efforts, processes and procedures, in order to identify areas for improvement and recommend revisions to increase the efficiency and effectiveness while ensuring compliance with California Department of Human Resources (CalHR) and EDD HRSD processes and procedures. Communicates to staff and management regularly throughout hiring processes and personnel changes, regarding status updates and advising on necessary revisions or next steps to keep processes moving forward. Participates in various projects related to hiring, recruitment, or exam processes using departmental/divisional resources and staff, which requires the preparation of presentations for management and staff of all findings and recommendations.
10%	Participates in the evolution and maintenance of the DI Branch Hiring Practices Guide, based on the most recent CalHR, HRSD, EDD, and DI Branch policies and procedures.

Civil Service Classification
Analyst I

Position Number
280-309-5157

10%	Participates in the evaluation and maintenance of team guidelines to ensure team processes are consistent and progressively changing, along with HRSD policies and guidelines.	
Percentage of Duties	Marginal Functions	
5%	Participates on small projects, leads training and other efforts. Facilitates meetings with staff from various teams and obtains consensus or buy-in from various parties.	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>		
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☒ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AF	8/27/2026

Civil Service Classification

Analyst I

Position Number

280-309-5157

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file