



ALRB
AGRICULTURAL LABOR
RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title Analyst II	Division Administration and Technology Services
Working Title Human Resources Analyst	Branch/Office/Unit/Section Human Resources Office
Position Number 013-320-5393-002	Name and Effective Date

General Statement: Under the general direction of the Supervisor II of the Human Resources Office (Office) in the Administration and Technology Services Division (Division) within the Agricultural Labor Relations Board (ALRB), the Analyst II will perform advanced analytical and technical duties in support of human resources (HR) operations including classification, selection, and recruitment, position control, health, medical, and safety personnel matters, health and safety, and workforce planning and succession. The incumbent will be responsible for independently processing various complex and sensitive personnel transactions accurately and in compliance with applicable bargaining unit contract/Memorandum of Understanding language, ALRB policies and procedures, and laws and rules of the California Department of Human Resources (CalHR), State Personnel Board (SPB) and State Controller's Office while meeting management and employee expectations. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

45% (E) Recruitment and Position Control

Provide comprehensive recruitment and hiring support by consulting with management and staff on hiring methods, recruitment strategies, personnel actions, and the application of civil service laws, rules, policies, and procedures. Review Request for Personnel Action (RPA) packages and related hiring requests for accuracy, completeness, and compliance with ALRB, CalHR, and SPB requirements and recommending appropriate actions or modifications. Determine candidate eligibility for appointment, including minimum qualification and application reviews, certification, transfer, reinstatement, and other appointment methods. Process withholds, appeals, and potential unlawful appointments. Communicate eligibility results and provide hiring clearances. Administer recruitment and certification activities in Exam and Cert Online System (ECOS), including creating and posting job controls, managing applications and certification lists, processing hires, maintaining recruitment records and vacancy data, resolving system or certification issues, and responding to related inquiries. Review, analyze, and finalize RPA and hire close-out packages and provide consultation and training to staff on recruitment, eligibility, ECOS, and RPA processes.

Maintain and monitor ALRB's authorized and temporary positions by processing position transactions and changes, reconciling position control and payroll records, and updating the position roster and organizational charts. Conduct audits of recruitment and selection

activities to verify compliance with civil service laws, merit-based hiring requirements, and applicable policies. Document findings, track corrective actions, and assist programs with implementing improvements. Maintain and reconcile special position designations, including Conflict of Interest, Department of Motor Vehicles Employer Pull Notice and Language Proficiency Testing, ensuring requirements are accurately initiated, modified, or closed during onboarding, offboarding, and position changes.

25% (E) Health and Safety and Disability

Administer the ALRB's health and safety, leave, workers' compensation, reasonable accommodation, and return-to-work programs by interpreting applicable laws and policies. Determine employee eligibility and manage cases and claims. Advise employees and management through the coordination of the interactive and return-to-work processes. Maintain the Injury and Illness Prevention Plan, coordinate ergonomic evaluations and training, assess workplace hazards, report safety matters to California Occupational Safety and Health Administration, and develop procedures that promote workplace safety. Serve as backup for complex employee leave and disability benefit transactions, including Family Medical Leave Act, California Family Rights Act, Catastrophic Leave, State Disability Insurance, Non-Industrial Disability Insurance, Paid Family Leave, and Pregnancy Disability Leave, by processing documentation and payroll adjustments, coordinating with control agencies, and verifying disability payments and related fund transfers.

20% (E) Office Support

Research, evaluate and address common inquiries sent to the Office inbox. Collaborate with the Supervisor II in resolving the more complex, time-sensitive inquiries. Ensure all responses are clear, professional, and well-supported by applicable ALRB, State of California (State) and federal laws, rules, regulations, policies, and/or guidance. Draft routine HR notifications and reminders to ALRB employees.

Maintain accurate filing systems for personnel related documents, forms, and Official Personnel Files (OPFs). Purge outdated and/or duplicate personnel related documents, forms, and OPFs in accordance with the ALRB record retention schedule.

Generate, review and audit HR related control agency reports to identify and research discrepancies. Compile and complete HR related reports as requested by the Supervisor II. Provide requested documents for control agency audits as requested by the Supervisor II.

Serve as a backup to the Office's Analyst II by assisting with personnel transactions, training and policy, and examination functions, as needed. Review and process personnel, payroll, attendance, benefits, and employee records transactions in accordance with applicable laws, regulations, policies, procedures, and collective bargaining agreements. Review and support the development and maintenance of ALRB training materials and programs, issue required training notifications and reminders and track mandatory training and policy acknowledgement completion. Review and support job analyses and the development, administration, and validation of civil service and

Analyst II (013-320-5393-002)
Administration and Technology Services Division
Page 3 of 5

Career Executive Assignment (CEA) examinations, including eligibility reviews, exam communications, panel meetings, and maintenance of required records and reports.

5% (E) Workforce Planning and Succession

Research and analyze workforce, succession, and recruitment data to identify hiring trends. Develop strategies and initiatives that support ALRB goals and CalHR requirements. Collaborate with ALRB management to develop, implement, and monitor the Workforce Development Plan, performance measures, and related action plans. Recommend improvements to workforce efficiency, recruitment, and retention, as needed. Support recruitment efforts through local and virtual job fairs, ALRB representation, and the creation and maintenance of job postings on external websites.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

C. Supervision Received

The incumbent will receive assignments and directions from the Supervisor II; however, assignments and directions may come from the CEA, B.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with various levels of ALRB staff. The incumbent will have frequent to occasional contact with other State departments, contracted insurance providers, and the public.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in incorrect or incomplete information being disseminated. Failure to properly adhere to requirements or process may result in fines to the ALRB, delays or loss of employee pay and/or benefits, damage the Office's reputation, or sanctions by control agencies that affect ALRB, including loss of delegated authority.

H. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00AM – 5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division. Regular attendance and punctuality are an essential part of this job.

Analyst II (013-320-5393-002)
Administration and Technology Services Division
Page 4 of 5

The incumbent is expected to work indoors. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Analyst II (013-320-5393-002)
Administration and Technology Services Division
Page 5 of 5

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

New 08/2026