



State of California

DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-023	Classification Title: Analyst II	Position Number: 835-220-5393-701
Incumbent Name: Vacant	Working Title: Analyst II	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: Office of Audits	Section/Unit: Office of Audits	Reporting Location: Sacramento
Supervisor's Name: Kevin Campbell	Supervisor's Classification: Deputy Director	CBID: R01
Confidential Designation: ☒ YES ☐ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Position Description:

Under the direction of the Deputy Director, the Analyst II performs complex analytical, operational, technical, and administrative assignments that support the Office of Audits (OOA). The position serves as a critical resource for audit management and staff by assisting with audit preparation, coordinating personnel actions and recruitment, tracking legislative and regulatory packages, and serving as a liaison with various administrative units. The incumbent is expected to exercise a high degree of confidentiality, initiative, and independent judgment and to play a central role in maintaining efficient, compliant, and well-supported audit operations.

Essential Functions (including percentage of time):

- 40% Liaison and Coordination – Acts as the primary point of contact between the OOA and internal administrative units, including Human Resources, Budget, Contracts and Procurement. Facilitates communication and ensures the timely exchange of information to support audit operations. Coordinates requests for personnel actions, budget adjustments, and contract deliverables, tracking progress and resolving issues to maintain alignment with departmental timeliness and compliance requirements. Provides status updates to management and identifies opportunities to streamline processes across units.
- 20% Analytical Support for Audit Operations – Provides analytical and technical support to strengthen audit planning and execution. Conducts complex data analysis to identify trends, risks, and compliance issues that inform audit strategies and decision-making. Develops dashboards, performance metrics, and analytical reports to enhance risk-based auditing efforts. Supports auditors by researching program information, gathering and organizing required documentation, and assembling audit working papers and materials. Ensures analytical outputs are accurate, timely, and aligned with audit objectives.
- 20% Legislation and Regulation – Monitors and tracks legislative and regulatory changes and evaluates potential impacts to the OOA. Prepares, briefs, and outlines possible procedural adjustments to maintain compliance and align audit practices with evolving requirements.
- 15% Administrative Support - Provides administrative support for the Office of Audits. Schedules in-person and virtual meetings; reserves meeting rooms; manages the Office of Audits inbox; serves as the initial point of contact; responds to general questions; greets and screens visitors; and organizes and maintains confidential files. Opens, copies, tracks, reviews, and distributes incoming mail; maintains logs for mail requiring staff responses; and mails documents to appropriate parties.

Marginal Functions (including percentage of time):

- 5% Attends meetings and training required by the department, makes travel arrangements, and interfaces with personnel at all levels within CalRecycle and outside parties. Completes administrative paperwork, such as travel, training forms, work status reports, and expense claims. Performs other duties as required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:



Incumbent: Vacant
Classification: Analyst II
Position Number: 835-220-5393-701

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.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date