

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	Personnel Liaison
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-339-5157-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Branch Personnel Liaison Unit	Jose Gutierrez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Deputy Director's Office	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	6/25/2026
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.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the supervision of the Branch Personnel Liaison Unit's (BPLU) Supervisor I, the Personnel Liaison works in a team environment and in collaboration/coordination with other BPLU staff to assist as a Workforce Services Branch (WSB) Personnel Liaison (PL) with the Human Resource Services Division (HRSD). The PL assists in completing less complex analytical work, such as processing personnel related activities in an orderly and timely manner and completing technical, analytical, and confidential tasks related to WSB personnel policies and procedures, including analyzing appropriate managerial and supervisory levels within the Branch. The PL displays a high degree of initiative and works to complete assigned tasks; demonstrates good judgment and ability to communicate effectively both orally and in writing; performs a variety of duties requiring adaptation to various situations and judgment as to which work method to apply for the desired results, utilizing time management skills and continual attention to detail. The incumbent is able to function rationally and deliberately in high-pressure situations to achieve the best outcomes and possesses good communication, conflict resolution, and interpersonal skills; customer service skills; analytical and critical thinking skills; confidentiality; and tact.	

The Personnel Liaison represents the WSB in matters related to personnel appointments, promotions, and assignments within the WSB. The Personnel Liaison assists in analyzing duty statements for the appropriateness of the level and scope of responsibilities and recommends changes or updates when necessary to better reflect actual job duties. The Personnel Liaison assists in analyzing Organizational Charts for appropriate allocation levels, makes recommendations to management, assists in recruitment and testing efforts, and supports the attendance clerk with less complex activity.

Percentage of Duties	Essential Functions
35%	OVERSIGHT OF PERSONNEL ACTIVITY Assists in the review and makes recommendations to the WSB Managers on less complex personnel-related activity requiring Branch administration approval, generally including all Division Office staff, field office managers, and the alternate manager's positions regardless of level. Under the guidance of senior analysts and BPLU management, provides guidance, technical analysis, and interpretation of policy and procedures for personnel activities. Assists in the review of requests for positions regardless of level and duties. Assists in the coordination of information between various entities, such as Labor Relations, HRSD, WSB Division Chiefs, and managers; and avoids grievances and out-of-class claims by assisting in the interpretation of class duties and performance requirements for WSB management at all levels. Assists in the preparation and initial review of Request for Position Action (RPA) requests, Out-of-Class assignments, Training and Development assignments, Exceptional Allocations, Mandatory Reinstatements, Permanent Intermittent (PI) positions, and Limited-Term (LT) extensions or conversions, and less complex pay/benefits activities. Serves as WSB's SPOC for Bilingual Pay Action Requests (BPAR), Hardship Transfers, Student Assistant Biannual Proof of Enrollment, Branch Exams, and Recruitment.
25%	MONITORING OF WSB POSITION CONTROL & DATABASE SPOC Under the guidance of senior analysts and BPLU management, serves as WSB's Single Point of Contact (SPOC) for the Human Resource Information System (HRIS)/EDDConnect, Enterprise Time Reporting (ETR), Field Information System (FIS) databases and Branch position tracking documents. Assists in position oversight for the WSB by updating and modifying Excel spreadsheets to track all vacant and/or filled positions within the WSB. Facilitates and organizes the WSB Weekly Vacancy Report and Monthly Staffing Report for upper management. Under supervision, provides Position Control consultations for the WSB. Routinely reconciles WSB's vacant, filled, and bilingual positions to HRSD's Vacancy Report, using the Management Information Retrieval System (MIRS) report and the PDV1101 State Controller's Office (SCO) report; analyzes data and provides recommendations. Research and resolve SB position and bilingual discrepancies. Reconciles discrepancies by working directly with HRSD's Position Oversight Unit and Payroll Services Group. Creates adhoc staffing reports for management. Maintains Organizational Charts on a monthly basis. Assists in downloading system reports and completing branch reports for compliance;
20%	BRANCH LIAISON FUNCTIONS & SPECIAL PROJECTS Under the guidance of senior analysts and BPLU Management, serves as a Single Point of Contact (SPOC) as a Branch Personnel Liaison with the Human Resource Services Division (HRSD) and Division Personnel Liaisons in the completion of less complex personnel related activities, including reviewing hardship transfer requests, and submitting and monitoring Name Clearance requests. Consults with other Branch and Division Personnel Liaisons to resolve the less complex personnel matters and identify process inefficiencies. Provides training and delivers presentations to managers and staff, as necessary, on ECOS, attendance and hiring processes, and regulatory changes.

Civil Service Classification

Analyst I

Position Number

280-339-5157-XXX

10%	Routinely serves on or assists in workgroups as a WSB representative on major issues, dealing with exams in progress, hiring/recruitment, classification specification changes, pay and attendance, etc. Assists in the preparation of special reports, memoranda, statistical information, and other written documents as necessary. Supports the completion of the Dymally-Alatorre Bilingual Services Act biennial requirements for the Branch. Assists in coordination and participates in recurring PL Meetings to enhance communication and process consistency. TRAINING DEVELOPMENT Routinely assists in conducting research and gathering information to prepare materials and develop training modules, provide consultation, and/or make presentations to Division staff/management in a variety of Human Resource areas to prevent risks and build organizational capacity.
Percentage of Duties	Marginal Functions
5%	Serves as back-up to the Attendance Clerk.
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 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)	
Supervision Exercised: None	
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:	

Civil Service Classification
Analyst I

Position Number
280-339-5157-XXX

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specifications and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	7/10/2026

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 II	Personnel Liaison
NAME OF INCUMBENT:	POSITION NUMBER:
	280-339-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Branch Personnel Liaison Unit	Jose Gutierrez
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Deputy Director's Office	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	6/25/2026
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.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the direction of the Branch Personnel Liaison Unit's (BPU) Supervisor I, the Personnel Liaison (PL) acts independently with minimal supervision to serve as the Workforce Services Branch (WSB) liaison with the Human Resource Services Division (HRSD). The PL is responsible for the orderly and timely processing of personnel activities for the WSB, and the technical, analytical, and confidential tasks related to WSB personnel policies and procedures, including the analysis of appropriate managerial and supervisory levels within the Branch. The PL operates with a high degree of independence and represents the Branch in all matters related to personnel appointments, promotions, and assignments within the WSB, demonstrates good judgment and ability to communicate effectively both orally and in writing; performs a variety of duties requiring adaptation to various situations and judgment as to which work method to apply for the desired results, utilizing time management skills and continual attention to detail. The PL is able to function rationally and deliberately under high-pressure situations to achieve the best outcomes and possesses good communication, conflict resolution, and interpersonal skills; customer service skills; analytical and critical thinking skills; confidentiality; and tact.	

The PL analyzes duty statements to assess the appropriateness of the level and scope of responsibilities and recommends changes or updates as needed to better reflect actual job duties. Analyzes Organizational Charts for appropriate allocation levels and makes recommendations to management. The PL assists in recruitment and testing efforts. The PL provides oversight to the Attendance Clerk and serves as the lead analyst for all personnel functions in the unit.

Percentage of Duties	Essential Functions
35%	OVERSIGHT OF PERSONNEL ACTIVITY: Independently reviews and makes recommendations to the WSB Managers on more complex personnel activities requiring Branch administration approval, generally including all Division Office staff, field office managers, and the alternate manager's positions regardless of level. Provides guidance, technical analysis, and interpretation of policy and procedures for personnel activities. Reviews all requests for positions regardless of level and duties. Uses a high degree of judgment to 1) coordinate information between various entities, such as Labor Relations, HRSD, WSB Division Chiefs and managers; and (2) avoid grievances, and out-of-class claims by interpreting class duties and performance requirements for WSB management at all levels. Prepares and conducts initial reviews of all Request for Position Action (RPA) requests, Out-of-Class assignments, Training and Development assignments, Exceptional Allocations, Mandatory Reinstatements, Permanent Intermittent (PI) positions, Limited-Term (LT) extensions or conversions, and complex pay/benefits transactions. Serves as WSB's SPOC for Bilingual Pay Action Requests (BPAR), Hardship Transfers, Student Assistant Bi-annual Proof of Enrollment, Branch Exams, and Recruitment.
30%	MONITORING OF WSB POSITION CONTROL & DATABASE SPOC Independently serves as WSB's Single Point of Contact (SPOC) for the Human Resource Information System (HRIS)/EDD Connect, Enterprise Time Reporting (ETR), and WSB Field Information System (FIS) Databases and Branch position tracking documents. Provides support for position tracking within WSB by updating and modifying Excel spreadsheets to track all vacant and/or filled positions within the WSB. Facilitates and organizes the WSB Weekly Vacancy Report and Monthly Staffing Report for upper management. Serves as the Position Control consultant for the WSB. Routinely reconciles WSB's vacant, filled, and bilingual positions to HRSD's Vacancy Report, using the Management Information Retrieval System (MIRS) report and the PDV1101 State Controller's Office (SCO) report; conducts detailed data analysis and provides recommendations. Researches and resolves WSB position and bilingual discrepancies. Reconcile discrepancies by working directly with HRSD's Position Oversight Unit and Payroll Services Group. Creates adhoc staffing reports for management. Reviews and maintains Organizational Charts on a monthly basis.
20%	BRANCH LIAISON FUNCTIONS & SPECIAL PROJECTS Serves as a Single Point of Contact (SPOC) as a Branch Personnel Liaison with the Human Resource Services Division (HRSD) and Division Personnel Liaisons in the completion of complex personnel transactions, including the reclassing of positions, reviewing hardship transfer requests, and submitting and monitoring Name Clearance requests. Consults with other Branch and Division Personnel Liaisons, and Attendance Clerks to resolve complex personnel matters and identify process inefficiencies. Provides training and delivers presentations to managers and staff as necessary on ECOS, attendance and hiring processes, and regulation changes. Frequently serves on or leads workgroups as a WSB representative on major issues, including exams in progress, hiring/recruitment, classification specification changes, etc. Prepares special reports, memoranda, statistical information, and other written documents as necessary.

Civil Service Classification

Analyst II

Position Number

280-339-5393-XXX

10%	Serves as a lead in the completion of the Dymally-Alatorre Bilingual Services Act biennial requirements for the Branch. Coordinates and leads recurring Personnel Liaison Meetings to enhance communication and process consistency. TRAINING DEVELOPMENT Independently conducts research and gathers information to prepare materials and develop training modules, provides consultation, and/or make presentations to Division staff/management in a variety of Human Resource areas to prevent risks and build organizational capacity.	
Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%		Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%		Temperature: Temperature Controlled Office Environment
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Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%
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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)		
Supervision Exercised: None		
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		

Civil Service Classification
Analyst II

Position Number
280-339-5393-XXX

☒ Duties meet class specifications and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	YS	7/10/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> 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