

☐	Current
☒	Proposed

Classification / Working Title Analyst I / Classification and Pay Analyst	Employee Name								
Position Number 014-003-5157-xxx	Supervisor Name / Classification Ronnie McDaniel / Supervisor I								
Division / Branch / Unit Administrative Services / Human Resources / Classification and Pay/Exams	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Permanent	Time base Full Time								
Physical CDFA Headquarters Location 1220 N Street Sacramento, CA 95814	Department Hyperlink https://www.cdfa.ca.gov/								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The Human Resources Branch (HRB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) personnel management to include classification analysis, performance management, examinations, labor relations, training, and disability management. The HRB also provides personnel services and support for California's District Agricultural Associations (DAAs).									
Position Identification: Under the supervision of the Supervisor I, the Analyst I's responsibilities include proper allocation of civil service positions; providing consultation and recommendations to management on the recruitment process and all personnel action requests. The incumbent is also responsible for performing a wide variety of personnel management functions for the Classification and Pay/Exams Unit and HRB. The Analyst I must be able to establish and maintain effective working relationships with those contacted during the course of the work; follow oral and written directions; organize, prioritize, and manage workload; perform a variety of tasks with accuracy and precision; work well under pressure; make appropriate decisions and well-thought-out recommendations; complete assigned work and meet deadlines.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table> ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.		☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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Essential Functions:	
45%	Classification and Pay – Requests for Personnel Action - Analyze and approve classification and pay–related requests, including Requests for Personnel Action (RPAs), Out-of-Class Assignments, Administrative Time Off, various pay differentials, Training and Development Assignments, Retired Annuitant appointments, reinstatements, Exceptional Allocations, Exempt Position Requests, CEAs, and exceptional salary actions. - Perform classification analysis for alignment with Classification Specifications, ensuring compliance with the State’s Classification Plan and with allocation guidelines. Review justifications, duty statements, organizational structures, and related documents. - Review application packages, conduct minimum qualification (MQ) determinations, eligibility verification, and alternate range placement for selected candidates. - Interpret and apply Civil Service laws, rules, and regulations, departmental policies, practices, and procedures, and collective bargaining agreements when related to classification and pay requests. - Provide consultative services to managers, Personnel Liaisons (PLs), and executive staff on complex classification, pay, and organizational issues, including position establishment, reorganization impacts, and eligibility determinations. - Recommend solutions to personnel issues, ensuring consistency with statewide policies, merit system principles, departmental practices, and collective bargaining agreements. - Partner with Labor Relations Officer to assist with analyzing and resolving employee-employer issues such as out-of-class grievances, merit issue complaints, and classification or pay disputes; provide classification and pay analysis to support workforce changes, including staffing reductions. - Collaborate with the Office of Civil Rights (OCR) to evaluate the impact of classification and pay projects on equal employment opportunity, diversity, and reasonable accommodation, and recommend actions to ensure compliance. - Review, research, and provide facts in relation to unlawful appointments. Meet with management to discuss preliminary findings and future preventative measures.
30%	Consultation and Advisory Services - Advise all levels of management and personnel liaisons (PLs) on a variety of routine to complex issues such as establishing new or revising positions, determining the impact of reorganizations on position levels and numbers, the application of Civil Service laws, rules, and regulations, policies, and procedures as they relate to classification and other personnel-related requests. - Interpret and explain collective bargaining agreements related to classification and pay requests and personnel-related laws, rules, regulations, policies and procedures, to all levels of management and PLs, ensuring compliance. Make appropriate recommendations when action is required. - Assist hiring teams with developing screening criteria and interview questions and exercises, along with other recruitment efforts, ensuring alignment with merit-based principles. - Advise hiring teams on Best Hiring Practices, providing informational resources and tools to assist hiring teams in every phase of the hiring process.

20%	Communication, Training, and Support • Develop written communications in various formats including email, analytical reports, letters, memorandums, the more complex classification and pay board items, and other required formats. • Correspond and meet with, on/off-site and virtually, HRB staff, all levels of program management, PLs, Budget Office staff, OCR staff, various control agency representatives, and union representatives to discuss and resolve personnel issues or projects. • Assist in the development of policies and procedures related to classification and compensation and personnel practices. • Design, develop, and deliver training materials and presentations to departmental staff to promote an understanding of classification, compensation, and recruitment processes, as well as merit system principles. • Assist the HRB Chief in reviewing, analyzing, and responding to legislative changes to determine the impact on HRB and the department.
Non-Essential/Marginal Functions:	
5%	Other job-related duties as assigned.
Work Environment and Equipment Used: Duties of this position are primarily conducted indoors. The HRB has cubicle offices furnished with modular office equipment including overhead storage, filing drawers, and bins. Each staff member will be assigned a laptop computer with email and various software and a cell phone to conduct the required duties. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. This position is located in HRB and is privileged with access to confidential information. The employee acknowledges that sensitive and/or confidential information is not to be discussed, copied, or shared with unauthorized personnel outside of HRB. Travel by State vehicle or other public transportation systems to various locations throughout the State may be required on an occasional basis.	
Employee Certification This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights. I have read the duty statement and discussed the duties with my supervisor.	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File