



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 5157 Analyst I
Branch: Human Resources Branch	Working Title: Human Resources Analyst
Unit: Human Resource Branch	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-5157-330	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 09/02/2026

Direction Statement and General Description of Duties: Under the supervision of the Supervisor I, Talent Acquisition Unit, as well as the Supervisor II, the incumbent provides analytical and technical personnel services related to classification and pay (C&P) to one or more division/regions in the department. Duties include, but are not limited to, the following:

Percentage and Essential/Marginal Functions:

30%	(E) Advises programs on and approves DMV Action Requests (DAR). Establishes, recruits/fills, reclassifies and redirects positions in accordance with state and departmental laws, rules, processes and procedures. Verifies candidate's eligibility and
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POSITION DUTY STATEMENT

	determines alternate range placement. Assists in the review and approval of requests for various C&P actions such as hiring above minimum requests, out-of-class assignments, and training and development assignments.
30%	(E) Assists in developing, reviewing, analyzing, and evaluating the less complex C&P items such as duty statements, organizational structures, grievances, merit issue complaints, compelling management needs, exceptional allocations, and policies and procedures. Determines whether proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Performs desk audits to determine the most appropriate classifications for specific positions. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives.
20%	(E) Conducts extensive research, data gathering and analysis in order to complete assignments. Interprets civil service laws, rules and regulations as they relate to C&P. Provides consultation to program management and liaisons regarding various Human Resources (HR) matters and the impact of changes in policy, regulations, etc. Makes recommendations on process improvements and various HR issues.
15%	(E) Assists in developing materials and tools to conduct training for hiring programs on complex C&P issues. Represents C&P in meetings. Creates, monitors, and updates various electronic databases, tables, and charts. Prepares reports of findings and recommendations to be presented to programs and management.
5%	(M) May perform other job-related duties as required.

Supervision Received: Incumbent reports directly to and receives direction on assignments from the Supervisor I and may receive direction from the Supervisor II, Talent Acquisition Unit. This position is subject to a minimum of continuous direct supervision and is expected to operate with a reasonable degree of independence.

Supervision Exercised and Staff Numbers: None.



POSITION DUTY STATEMENT

Physical Requirements: Primarily sedentary for extended periods of time, and operates a computer terminal. Give presentations and participate at meetings. Ability to communicate effectively with internal/external customers over the telephone. Requires repetitive use of hands. Occasional reaching above shoulder level, and occasional bending/stooping.

Special Requirements: Must be able to follow verbal and written instruction, communicate effectively, utilize a variety of analytical techniques to resolve complex personnel management and classification and pay problems; develop and evaluate alternatives; and possess strong organization, time management, and customer service skills. Must demonstrate dependability, and be able to work independently or within a team atmosphere. Knowledge of general office equipment and proficient with Outlook, Word, and Excel. Required to pass fingerprint clearances before hire.

Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



POSITION DUTY STATEMENT

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Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
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	determines alternate range placement. Assists in the review and approval of requests for various C&P actions such as hiring above minimum requests, out-of-class assignments, and training and development assignments.
30%	(E) Assists in developing, reviewing, analyzing, and evaluating the less complex C&P items such as duty statements, organizational structures, grievances, merit issue complaints, compelling management needs, exceptional allocations, and policies and procedures. Determines whether proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Performs desk audits to determine the most appropriate classifications for specific positions. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives.
20%	(E) Conducts extensive research, data gathering and analysis in order to complete assignments. Interprets civil service laws, rules and regulations as they relate to C&P. Provides consultation to program management and liaisons regarding various Human Resources (HR) matters and the impact of changes in policy, regulations, etc. Makes recommendations on process improvements and various HR issues.
15%	(E) Assists in developing materials and tools to conduct training for hiring programs on complex C&P issues. Represents C&P in meetings. Creates, monitors, and updates various electronic databases, tables, and charts. Prepares reports of findings and recommendations to be presented to programs and management.
5%	(M) May perform other job-related duties as required.

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Supervision Exercised and Staff Numbers: None.



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Special Requirements: Must be able to follow verbal and written instruction, communicate effectively, utilize a variety of analytical techniques to resolve complex personnel management and classification and pay problems; develop and evaluate alternatives; and possess strong organization, time management, and customer service skills. Must demonstrate dependability, and be able to work independently or within a team atmosphere. Knowledge of general office equipment and proficient with Outlook, Word, and Excel. Required to pass fingerprint clearances before hire.

Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 5393 Analyst II
Branch: Human Resources Branch	Working Title: Human Resources Analyst
Unit: Human Resource Branch	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-5393-330	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 09/02/2026

Direction Statement and General Description of Duties: Under the general direction of the Supervisor I, Talent Acquisition Unit, as well as the Supervisor II, the incumbent provides analytical and technical personnel services related to classification and pay (C&P) to one or more division/regions in the department. Duties include, but are not limited to, the following:

Percentage and Essential/Marginal Functions:

30%	(E) Advises programs on and approves DMV Action Requests (DAR). Establishes, recruits/fills, reclassifies and redirects positions in accordance with state and departmental laws, rules, processes and procedures. Verifies candidate's eligibility and
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POSITION DUTY STATEMENT

	determines alternate range placement. Independently, reviews and completes requests for various related C&P actions such as hiring above minimum request, out-of-class assignments, and training and development assignments.
30%	(E) Independently develops, reviews, analyzes, and evaluates complex C&P items such as duty statements, organizational structures, grievances, merit issue complaints, compelling management needs, exceptional allocations, and policies and procedures. Determines whether proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Performs desk audits to determine the most appropriate classifications for specific positions. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives.
20%	(E) Conducts extensive research, data gathering and analysis in order to complete assignments. Interprets civil service laws, rules and regulations as they relate to C&P. Provides consultation to program management and liaisons regarding various Human Resources (HR) matters and the impact of changes in policy, regulations, etc. Makes recommendations on process improvements and various HR issues.
15%	(E) Acts as a lead person to lower-level staff to provide guidance in the performance of analytical work. Develops materials and tools to conduct training for hiring programs on complex C&P issues. Represents C&P in meetings. Creates, monitors, and updates various electronic databases, tables, and charts. Prepares reports of findings and recommendation to be presented to programs and management.
5%	(M) May perform other job-related duties as required.

Supervision Received: Incumbent reports directly to and receives direction on assignments from the Supervisor I and may receive direction from the Supervisor II, Talent Acquisition Unit. This position is subject to general direction and is expected to operate with a reasonable degree of independence.

Supervision Exercised and Staff Numbers: None.



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

031-5393-330

Physical Requirements: Requires repetitive use of hands. Occasional reaching above shoulder level, and occasional bending/stooping.
Special Requirements: Required to pass fingerprint clearances before hire.
Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

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