

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29301	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME FSB Direct Construction Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1421 N. Market Blvd. Ste. 100 Sacramento, CA 95834	
CIVIL SERVICE CLASSIFICATION Analyst II	POSITION NUMBER 308-980-5393-xxx	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday 7:00AM to 4:00PM	TENURE Permanent	
WORKING TITLE Personnel Analyst	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Supervisor I, the Analyst II performs complex, independent analytical, technical, and consultative work in support of personnel operations and the administration of the Casual Labor Program for the Facilities Services Branch (FSB). The Analyst II independently manages program operations, develops procedures, resolves complex issues, performs advanced analysis, and serves as the primary liaison with statewide partners such as OHR, DIR, SCO, and the Laborers Trust Fund.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing**SPECIAL REQUIREMENTS** ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Independently prepares, evaluates, and aligns Requests for Personnel Action (RPAs), duty statements, and justifications with State Personnel Board and CalHR classification standards. The incumbent ensures personnel transactions are accurate, timely, and compliant, and provides consultation to management regarding staffing strategies, position control, and workflow improvements. The Analyst II leads the development and revision of classification-aligned duty statements and works with management to ensure personnel processes meet program needs.
20%	Independently administers the full lifecycle of the Casual Labor Program, managing approximately 150 or more annual hires and ensuring compliance with bargaining agreements, labor requirements, and statewide personnel policies. The position manages Union Labor Trust Fund reporting and reconciliation, oversees proper transfer of funds and documentation, and coordinates

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PERCENTAGE	DESCRIPTION
	directly with OHR, DIR, SCO, and the Laborers Trust Fund to resolve complex personnel and programmatic issues. The Analyst II identifies trends, analyzes productivity and cost metrics, anticipates operational impacts, and recommends procedural or policy improvements.
20%	Interprets statewide personnel policies, bargaining agreements, and regulatory requirements to determine application to division operations. The incumbent evaluates the operational impact of new policies, develops guidance for supervisors and staff, updates procedures and desk manuals, and independently resolves discrepancies or compliance issues. The Analyst II ensures that personnel transactions, documentation, and reporting meet legal and departmental standards and proactively recommends corrective action when needed.
15%	Develops advanced analytical tools such as dashboards, reports, and performance metrics used to evaluate Casual Labor utilization, productivity, and cost trends. The position performs complex reconciliations, analyzes data to identify anomalies or trends, and provides recommendations to support management decision-making. The Analyst II ensures data accuracy across tracking systems and leads efforts to enhance reporting efficiency and insight.
10%	Evaluates existing recordkeeping systems for efficiency, compliance, and alignment with retention schedules. The incumbent develops and updates retention procedures, oversees archival processes, and leads continuous improvement efforts to ensure documentation practices support operational readiness, audit compliance, and transparency. The position also updates manuals and guidance to reflect new processes or regulatory changes.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other job related duties as required to meet operational needs, consistent with the classification specification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Work is performed in a business casual, temperature and lighting-controlled one-story warehouse office suite on typical office equipment, using desktop and laptop computers, printers, binding machinery, and other business equipment.

DESIRABLE QUALIFICATIONS

Knowledge of the principles and practices of Human Resources administration and Casual Labor processes.

Microsoft Office Suite (Teams, Outlook, Word, and Excel), Project, PowerPoint, and SharePoint skills.

Analytical data collection, interpretation, and solutions identification and development skills.

Ability to accurately assess situations, apply logical and creative reasoning, and resolve complex administrative and operational issues.

Ability to communicate ideas and information clearly and persuasively in both oral and written form.

Ability to establish and maintain effective working relationships.

Ability to provide consultation and technical assistance on program policies and procedures, coordinate and lead collaborative projects, and plan and organize work to meet multiple priorities and deadlines.

Demonstrated ability to act independently, with an open-mind, remain flexible, exercise sound ethics and judgment, and perform all duties professionally.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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CIVIL SERVICE CLASSIFICATION Analyst I	POSITION NUMBER 308-980-5157-xxx	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday 7:00AM to 4:00PM	TENURE P	
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POSITION CONCEPT

Under the supervision of the Staff Services Manager I, the Analyst I performs routine analytical and administrative work in support of the Facilities Services Branch (FSB) personnel operations and the Casual Labor Program. The incumbent assists with implementing and coordinating personnel processes, maintaining tracking tools, processing documentation, and supporting compliance activities related to recruitment, onboarding, personnel transactions, position control, and Casual Labor processing. Duties follow established procedures and require limited independent decision making. The focus of the role is on processing and tracking tasks (e.g., time sheets, benefit changes, separations, logs) rather than program administration.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Maintains personnel records and ensures workflow accuracy; supports staffing changes, and backfilling processes Supports recruitment with on boarding, and personnel transactions by assisting in preparing, reviewing, and tracking duty statements, justifications, and Requests for Personnel Action (RPAs). Utilizes Microsoft Office Suite, ECOS, and DGS shared drives.
20%	Supports the Casual Labor Program by processing and tracking documentation for Casual Labor hires, time sheets, benefit changes, separations, and dock reports. Maintains logs and ensures accuracy in systems such as the Activity Based Management System and Project Accounting &

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	Leave, in accordance with bargaining agreements and CalHR/SPB rules.
20%	Provides personnel compliance and communication support by routing personnel notices, handles confidential materials, and researches policies and procedures for accuracy and compliance. Identifies routine discrepancies and elevates issues to management.
15%	Assists with personnel reporting and data tracking by maintaining tracking tools; compiling data for routine reports; prepares correspondence, summaries, and basic analyses using SharePoint, ServiceNow, and MS Office Suite.
10%	Supports record retention and documentation management by maintaining personnel files, updates desk manuals, and assists with archival processes in accordance with retention requirements.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as needed to support office operations and field staff.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Work is performed in a business casual, temperature and lighting-controlled one-story warehouse office suite on typical office equipment, using desktop and laptop computers, printers, binding machinery, and other business equipment

DESIRABLE QUALIFICATIONS

Knowledge of the principles and practices of Human Resources administration and Casual Labor processes.

Microsoft Office Suite (Teams, Outlook, Word, and Excel), Project, PowerPoint, and SharePoint skills.

Analytical data collection, interpretation, and solutions identification and development skills.

Ability to accurately assess situations, apply logical and creative reasoning, and resolve complex administrative and operational issues.

Ability to communicate ideas and information clearly and persuasively in both oral and written form.

Ability to establish and maintain effective working relationships.

Ability to provide consultation and technical assistance on program policies and procedures, coordinate and lead collaborative projects, and plan and organize work to meet multiple priorities and deadlines.

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