

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-660-5393-702
Classification: Analyst II	Tenure/Time Base: Permanent / Full Time
Working Title: Personnel Liaison	Work Location: 1500 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Office of Youth Tobacco Enforcement / Administrative Support Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Analyst II serves as the Office of Youth Tobacco Enforcement's (OYTE) Personnel Liaison (PL) and performs the more responsible, varied, and complex analytical staff services assignments by providing consultative and technical services to the OYTE management on a variety of personnel support issues in consultation with the Human Resources Division (HRD). The Analyst II independently develops personnel documents for the OYTE management, including the Office Chief

and Unit Chiefs, on a broad spectrum of administrative assignments.

The incumbent works under the direction of the Supervisor I in the OYTE Administrative Support Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Consults with HRD and provides guidance to supervisors and managers regarding personnel laws, rules, and procedures. Advises and assists management with analyzing and evaluating personnel activities for OYTE, including recruitment strategies, independently preparing and developing duty statements, preparing requests to reclassify positions, and redirection of staff and positions. Initiates Requests for Personnel Action (RPA) in the Personnel Action Tracker Hub (PATH) and attaches all appropriate documents to RPA. Creates the CDPH 2004 draft for job advertisements for posting in the Exam and Cert Online System, updates and attaches current and proposed organizational charts, current and proposed duty statements, applications for new hires, and Exit Clearance for separations. Advises and assists supervisors in the hiring process, works with HRD, and resolves complex HR concerns and inquiries. Advises management on issuance of tentative and final offers, review of Official Personnel Files, Peace Officer Standards and Training audit review, fingerprinting, background checks, medical packet assembly and review, and relocation packages. Acts as California Department of Human Resources Liaison, coordinating the proctoring of psychological exams and scheduling medical exams for peace officer candidates. Ensures that all selection documents conform to state and federal requirements, including equal employment laws and regulations, and the Americans with Disabilities Act. Evaluates all personnel questions and screening criteria to ensure consistency with departmental requirements and standards. Views and downloads applications.
- 25% Works independently to maintain and reconcile personnel-related reports, databases, tracking systems, Monthly Vacancy Reports, State Controller's Office reports, and OYTE personnel reports. Oversees the semi-annual federal time-reporting requirements. Provides information to OYTE staff regarding health and dental benefits and other HR-related forms. Consults and provides onboarding and offboarding support for OYTE staff, ensuring all paperwork is completed and submitted accurately. Compiles and creates Peace Officer and Retired ID badges for OYTE employees. Assists OYTE staff with Open Enrollment for health, dental, and flex elect. Creates, updates, and maintains OYTE's organizational charts and position history records. Tracks peace officer eligibility for longevity pay and Rangemaster pay by maintaining accurate records of qualifying service dates, assignments, and supporting documentation, and

prepares timely and accurate pay requests to the HRD. Monitors submissions through completion and works with HRD to resolve discrepancies or delays.

- 10% Provides direct support to OYTE management on a broad spectrum of administrative assignments, including the development or coordination of various personnel drills and special projects from upper management, such as position authority, analysis of recruitment efficiency, and classification specifications for new legislation. These assignments often have short timeframes and require rapid and accurate development.
- 10% Serves as OYTE's Attendance Coordinator. Reports dock and Absence Without Official Leave separations to HRD at monthly cutoff and reports late dock, thereafter. Reviews employees' timesheets and Leave Accrual Balance (LAB) reports and performs regular reconciliations to identify discrepancies between reported time, leave usage, and official leave balances. Coordinates with the employees, supervisors, and the assigned Personnel Specialist to research and resolve any discrepancies and ensure necessary corrections are submitted and completed. Request Personnel Directory and Tempo system updates to ensure accurate employee reporting structure and work schedule.
- 10% Serves as the Telework Liaison for OYTE. Responsible for all daily activities related to the coordination of CDPH's Telework Program and monitoring compliance with applicable policies, procedures, and guidelines. Coordinates with CDPH Telework Coordinator in HRD as needed. Serves as the primary point of contact for employees with questions or concerns regarding the Telework Program and makes recommendations to managers and supervisors.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Nathalia Klyn

Date: 09/10/2026