

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF THE CHIEF
PERSONNEL SERVICES UNIT**

NAME:

POSITION #:420-021-5157-XXX

JOB TITLE: Analyst I

WORKING TITLE: Personnel Liaison

STATEMENT OF DUTIES: Under the direction of the Supervisor I within the Office of the Chief, Division of Administrative Services, Personnel Services Unit, the incumbent performs a wide range of analytical duties associated with the performance of personnel liaison duties to the administrative and legal offices/programs units within the Administrative Services.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation. Ability to bend, lift up to 25 pounds occasionally.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. May be required to report to the HQ office periodically for operational needs.

ESSENTIAL FUNCTIONS:

60% Performs analyst aspects of the hiring process for units within the Division of Administrative Services and acts as liaison between the Division units and the DOJ Office of Human Resource (OHR) to effectively resolve hiring and personnel issues. Consults with, and provides recommendations to, the Division's managers and supervisors regarding personnel issues, problems, and questions related to hiring practices and procedures, hiring paperwork, salary determinations, labor contract questions, benefit questions, position allocation, and range changes. Prepares position justifications, Request for Personnel Action (RPAs) utilizing workday processes, duty statements, job opportunity bulletins, and updates/ creates/maintains program/office organization charts; receives and reviews electronic and hard copy applications, review applicants spreadsheets, and ensures personnel submitted packages are accurate and complete before submission to OHR; ensures position allocation requests meet the established criteria for the classification being requested; updates position tracking database and creates reports as requested by management; reviews documents created by program/office staff for accuracy and completeness; works closely with program budget analysts to coordinate personnel expenditures; and conducts personnel file reviews on potential hires for hiring managers/supervisors as requested and reports findings.

30% Researches and prepares correspondence and reports on personnel related matters; monitors unpaid leave situations and vacant positions and takes administrative action as needed to

account for these positions; assists attendance coordinators in the completion of separation documents. Monitors training and development assignments and TAU appointments to ensure exams are given timely for successful permanent appointments. Monitors limited term appointments and out of class assignments to ensure these situations are appropriately resolved. Monitors the initiation and completion of leaves of absence, reduced work schedules, and advises managers and supervisors on the appropriate actions needed in each case. Coordinates the fingerprinting and clearances of the Executive and Administrative Services offices statewide as required by DOJ policy.

- 5%** Procures Division staff to assist with job analyses and exam processes and identifies exam panel members as requested by management or the Department's Testing and Selection Unit. Gathers information from assigned offices regarding examination needs to prepare annual and ongoing exam requests necessary to help ensure programs/offices have sufficient candidate pools to fill vacancies. Obtains student assistant official transcripts and proof of enrollment documents twice yearly in accordance with Departmental policy. Advises managers and supervisors which students are not in compliance. Notifies students, in writing, of their non-compliance and follows up with the manager/supervisor to resolve the situation accordingly.

MARGINAL FUNCTION:

- 5%** Provides back-up and assistance to the other personnel liaison(s) in the unit; meets with management and supervisory staff as necessary to fully address outstanding issues; writes policies and procedures and correspondence as assigned by management; participates in special projects as assigned by management. Acts as records custodian for Administrative Services and Legal Support Services fingerprint clearances. Notify offices of fingerprint clearances and follow up on overdue responses.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Analyst I
Updated 1/2026