Department of Consumer Affairs
Position Duty Statement
HR-41 (Revised 7/2015)

Classification Title Analyst II	**Board/Bureau/Division** Contractors State License Board (CSLB or Board) / Administration Division
Working Title Human Resource Liaison	**Office/Unit/Section/Geographic Location** Personnel Unit / Sacramento
Position Number 622-110-5393-810	**Name and Effective Date**

General Statement: Under the direction of the Supervisor I (Sup I), the Analyst II, at the full journey level, works with a high degree of independence to provide analysis, training, guidance, assistance, support, and program direction in areas associated with the State's personnel management program regarding all personnel issues, policy and procedure changes and policy implementation to CSLB employees, supervisors. The incumbent acts as a liaison between the Department of Consumer Affairs (DCA) - Office of Human Resources (OHR) and CSLB staff on all personnel related issues. The incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing multiple assignments with competing deadlines while maintaining a strong commitment to customer service. Duties include but are not limited to the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

60% (E) Recruitment and Hiring

Review and apply laws, rules, CalHR memos/manuals, policies, and procedures to ensure the standards and guidelines of the State's merit selection process are adhered to during the recruitment process. Collaborate with supervisors on the development of recruitment documents such as screening criteria, interview questions, and other related items. Analyze and review classification specifications and allocation standards to determine if positions are properly classified. Determine and recommend appropriate classification allocations based upon duty statements and/or desk audit reviews. Prepare justifications for personnel actions such as backfilling positions, reclassifications, Out of Class (OOC) assignments, etc. Provide technical direction and assistance to supervisors. Screen candidate applications and provide employment applications to hiring supervisors. Participate on recruitment interview panels and make hiring recommendations at the request of the supervisors, as needed. Ensure job vacancies are filled timely and appropriately. Complete weekly and monthly reports related to position control and filling of vacancies for CSLB management and budget office review. **(35%)**

Review all Requests for Personnel Action for consistency and compliance with organizational allocations and control agency restrictions. Prepare all personnel transmittal documents to OHR and programs; process all hiring and appointment documents; and ensure appropriate completion. Ensure all documents are saved in the appropriate file. Review and evaluate processes and procedures and recommend changes to management for review and approval. **(25%)**

20% (E) Health & Safety and Transactions & Disability Liaison

Work with DCA Health and Safety Unit to assist employees with all health and safety questions, in matters relating to workplace injuries, reasonable accommodations, medical leaves, and ergonomic evaluations. Work with the DCA Disability Unit to assist employees with various types of leave benefit programs.

Work with DCA Transactions Unit to assist employees with appointments, separations, payroll, and to advise staff on benefits, time keeping questions and leave balance accrual issues. Ensure employee alternate range changes and merit salary adjustments are approved or denied timely and consistent with departmental policy. Ensure State Administrative Manual guidelines are followed in the issuance of payroll warrants; log and distribute payroll warrants to designees.

10% (E) Internal Alignment & Operations

Draft formal correspondence and memoranda as directed. Respond timely to inquiries from various levels of CSLB staff. Update desk procedure manuals as required. Perform special projects as assigned. Attend training courses, both in-house and off-site. Attend meetings including, but not limited to, one-on-one's, all-staff, and with outside stakeholders.

5% (E) Lower-Level Performance Management

Counsel supervisors on the preventative phase of performance management pertaining to employee relations. Review probationary reports, annual performance appraisals, and individual development plans for consistency, appropriateness, and conformance to departmental and control agency guidelines.

5% (M) Marginal Functions

Research and recommend new training materials to management and maintain a training resource library. Develop informational material and respond to employee inquiries regarding training resources and strategies, for career development. Perform back-up assistance during co-workers' absence.

B. <u>Supervision Received</u>

The Analyst II works under the direction of the Sup I, may also receive direction from the Supervisor II.

C. <u>Supervision Exercised</u>

None

D. <u>Administrative Responsibility</u>

None

E. Personal Contacts

The Analyst II has regular daily telephone, written and personal contact with DCA, OHR, and CSLB management, staff and others regarding all laws, rules, regulations, and policies relating to personnel.

F. Actions and Consequences

The work undertaken by this position has an impact on the image, reputation, and financial status of CSLB. Errors and/or lack of judgment and failure to act in a professional, tactful, and respectful manner may cause disruption of the CSLB's personnel operations and could jeopardize relationships established between the CSLB and other contacts (internal and external) and would result in a loss of credibility for the CSLB. Implications of decisions, actions or advice may result in legal and/or financial liability, restrictions on operations, damage to credibility and poor relations with unions and employees.

G. Functional Requirements

No specific physical requirements are present. The incumbent works 40 hours per week in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Movement is consistent with office work and requires the incumbent to frequently remain in a stationary position. The incumbent must occasionally position self to perform a variety of tasks, including retrieval of files, and moving boxes and office equipment weighing up to approximately 10-15 pounds.

H. Other Information

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time, workload, and resources effectively. The incumbent must be able to present ideas and information effectively, both verbally and in writing, to a variety of audiences; gain and maintain the cooperation of CSLB management and employees, and OHR staff while performing the assigned duties. This position requires confidentiality and discretion due to the confidential and sensitive nature of the duties. The incumbent may be required to travel occasionally, by various methods of transportation, to DCA headquarters and field offices.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Supervisor's Printed Name, Classification

Revised: 9/2026
Approved: 09/2026 HM