CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☒ Current ☐ Proposed

Classification Title	**Division/Unit**
Staff Personnel Program Analyst	Personnel Management Division
Working Title	**HQ Designation**
Personnel Consultant	CalHR Sacramento
Position Number	**Date Prepared**
363-610-5313-XXX	October 2, 2026
Name	**Effective Date**

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under general direction, is responsible for providing classification policy guidance to the departments relative to the state's classification structure including position allocation, establishment of new classifications and revisions to existing classifications; compensation program including salary analysis, pay differentials, red circle rates, special salary adjustments, salary relationship charts; consultation and review of departmental layoff/position reduction plans; and the CEA program. The incumbent also provides support to the Labor Relations Division. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
40%	OV	As assigned, develops and oversees the administration of a variety of statewide personnel management and compensation initiatives with the intent of achieving the envisioned objective; conducts personnel management system studies to address operational needs and to avoid future problems; conducts and/or leads a team of analysts conducting reviews of personnel programs.
30%	OV	Confers with line department representatives to identify departmental management problems in order to address current

		needs and anticipate the type of personnel management services necessary in the future; serves on teams and committees to address personnel management needs; conveys CalHR's management philosophy to departmental management and encourages its application within the department's personnel management practices; and promotes the use of effective and proactive management principles in the course of developing and administering the personnel management programs that are under the auspices of the classification and compensation program.
15%	OV	In cooperation with the Labor Relations Division, serves as consultant to CalHR Labor Relations Officers engaged in negotiations, administration, and implementation of labor agreements; for assigned bargaining units, acts as liaison to management, line departments and control agencies such as the State Personnel Board, Department of Finance, and State Controller's Office.
15%	OV	Provides professional personnel management services to partners, stakeholders, and customers such as state departments, CalHR staff, Governor's Office, Legislature and staff, and other central agencies through review and approval of position allocations (pre and post audit), modification of the classification plan (new and revised classes), and consultation to develop legitimate alternatives to meet operational needs.

Supervision Received
The incumbent reports directly to and receives the majority of assignments from a Personnel Program Manager; however, direction and assignments may also come from a Personnel Program Advisor.

Supervision Exercised
None.

Special Requirements/Desirable Qualifications
Knowledge of the state's classification system and experience meeting with subject matter experts and drafting specifications highly desired.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions
The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance
Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

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

Supervisor Signature	**Supervisor Name**	**Date**