Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	*Human Resource Consultant*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-338-5157-xxx
SECTION/UNIT:	SUPERVISOR'S NAME:
Selection Services Group/Examination Unit	Venus King
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resource Services Division	Supervisor I
BRANCH:	REVISION DATE:
Administration	6/17/2019

Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)*:

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the supervision of the Supervisor I, the incumbent performs varied and less complex personnel, selection, and project work; interprets and applies civil service laws, rules, regulations, and departmental policies in the resolution of all examination functions.

Percentage of Duties	Essential Functions

35%	PROJECT WORK Performs project work requiring analytical, writing, project management, and completed staff work skills. This work may be related to development or improvement of personnel, selection or other human resource processes. Consults with Departmental management, subject matter experts, CalHR staff, and other departments/agencies regarding new and improved testing and hiring techniques. Researches and develops new and innovative methods in the hiring process, prepare and present presentations to hiring managers, and implement new concepts for hiring process by training hiring managers and personnel liaisons. Prepares written correspondence, statistical reports, and makes verbal presentations to management, including orienting management to the components of the selection process (e.g. preparing Proctors and Qualification Appraisal Panels).

30%	NAME CLEARANCE PROCESS Receives job applications via the Name Clearance email box and reviews for minimum qualification determination and eligibility; combines qualifying experience and educational patterns; discusses and interprets qualifications with customers. Ensures correct notification regarding the determination of the application is sent to hiring manager and/or Classification and Pay Group. Checks minimum qualifications (MQs) and eligibility when requested by program; communicates decisions to program and management; withholds candidates who don't meet MQ; provides training to personnel liaisons on MQ procedures. Reviews, analyzes and prepares written correspondence on exam appeals and withholds.
20%	EXAM DEVELOPMENT PROCESS With guidance, leads and directs the examination development and administration of decentralized delegated civil service examinations. Specific duties include but are not limited to: planning meetings with subject matter experts; developing exam component, i.e., qualification assessments, draft and construct surveys; and performing exam administrative duties, including bulletin preparation and release, application review and minimum qualifications checks; schedule, and mailing out, monitoring and scoring examinations utilizing Survey Monkey. Utilizes the CalHRs online exam system by inputting applications, scheduling, keying in scores and generating notices related to all phases of the examination process. Interprets and explains civil service laws, rules, regulations and procedures related to selection process, appeals, etc., to candidates and management. Assists in the development of unit policies and procedures relating to selection.
10%	JOB ANALYSIS PROCESS Conducts job analysis projects to determine the important tasks and the knowledge, skills, and abilities (KSAs) required for effective job performance. Conducts research on job analysis methods and related assessment issues to remain current on the trends and practices of the assessment profession. With guidance, write technical reports in conformance with the Uniform Guidelines on Employee Selection procedures documenting job analysis data.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other:	
Type of environment:	

Civil Service Classification	Position Number
Analyst I	280-338-5157-xxx

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:

5. SUPERVISION

None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

	CPG Analyst initials	Date approved
☒ Duties meet class specification and allocation guidelines.		
☐ Exceptional allocation, 625 on file.	FNB	9/14/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

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State of California

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POSITION STATEMENT

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CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Human Resource Consultant*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-338-5393-xxx
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DIVISION:	SUPERVISOR'S CLASSIFICATION:
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3. DUTIES AND RESPONSIBILITIES OF POSITION

Under the direction of the Supervisor I, the incumbent performs varied and more complex personnel, selection, and project work; interprets and applies civil service laws, rules, regulations, and departmental policies in the resolution of all examination functions. Incumbents will work independently and act in a lead role on projects.

Percentage of Duties	Essential Functions

35%	PROJECT WORK Independently performs project work requiring analytical, writing, project management, and completed staff work skills. This work may be related to development or improvement of personnel, selection or other human resource processes. Consults with Departmental management, subject matter experts, CalHR staff, and other departments/agencies regarding new and improved testing and hiring techniques. Researches and develops new and innovative methods in the hiring process, prepare and present presentations to hiring managers, and implements new concepts for hiring process by training hiring managers and personnel liaisons. Prepares written correspondence, statistical reports, and makes verbal presentations to management, including orienting management to the components of the selection process (e.g. preparing Proctors and Qualification Appraisal Panels).

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☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:

5. SUPERVISION

None – may act as lead

6. SIGNATURES

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Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
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