Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Personnel Management Analyst*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-339-5393-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Personnel Management & Development Unit	Giselle Janousek
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Deputy Director's Office	Supervisor I
BRANCH:	REVISION DATE:
Workforce Services Branch	1/1/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ 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

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under direction of the Supervisor I in the Performance Management & Development Unit (PMDU), the incumbent performs journey level analytical work, writing, researching, interpreting, and gathering information regarding personnel management issues within the Workforce Services Branch (WSB). The incumbent supports WSB Branch Managers concerning appropriate preventative actions and employee engagement, corrective actions, progressive discipline, and adverse actions on an ongoing basis; reviews requests for various types of actions and provides recommendations. In addition, the incumbent will focus on education to enhance staff competencies, create and distribute personnel-related training resources, materials, reference documents and human resources information. The incumbent performs some oversight activities related to personnel and other administrative tasks associated with the delivery of personnel services. The incumbent will demonstrate a commitment to provide quality service that is accurate, timely, and exceeds our customer's expectations.

Percentage of Duties	Essential Functions
35%	**PROGRESSIVE DISCIPLINE & PREVENTION ANALYSIS**

	Collects and analyzes sensitive and complex data by creating tables, charts, and written narratives to identify personnel-related trends and make recommendations to Branch managers on a broad spectrum of personnel-related issues. Coordinates with WSB Program Training Group and WSB Communications as needed. Researches and analyzes policy and guidance from the Human Resource Services Division (HRSD) and Control Agencies. Conducts administrative tasks to facilitate and coordinate training events and coordinates with Divisions, HRSD, Equal Employment Opportunity and the Legal Office. Contribute to the design, development, implementation, and evaluation of employees' training and professional development plans. Provide meaningful and actionable feedback using a growth mindset approach to coach management. Perform research and analysis on a wide variety of human resources and talent management related topics for management and staff development.
30%	**MANAGEMENT CONSULTATION** Assists WSB management with background information regarding preventative and corrective actions, adverse action, Equal Employment Opportunity, Reasonable Accommodations, Merit Issue Complaints and other personnel issues. Serves as a liaison between HRSD Personnel Management Group and the WSB. Reviews requests for progressive discipline and gathers supporting documentation and facts, and recommends approval or alternative course of action to Management. Consults with HRSD and Legal to ensure consistency with Department policy. Apprises WSB Management of policy violations and make corresponding recommendations. Recommends effective performance management techniques and employee-employer relations best practices to promote and foster a positive, inclusive, productive and engaging work environment. Consults with HRSD to review processes, define process improvement strategies, and identify barriers to effective implementation. Acts as lead on work projects to analyze problems, issues, and concerns impacting the WSB Personnel Program. Provides analysis results to WSB Management both verbally and in writing and prepares data, written documents and presentations for senior management utilizing Microsoft Office Suite Programs. Assists the Supervisor I and other managers to monitor and analyze WSB Personnel processes, procedures and systems. Coordinates key meetings with the Chief, Division and Branch managers and various internal and external entities as needed. Participates or acts as a lead on inter- and intradepartmental workgroups and coordinates services provided by the Human Resource Services Division (HRSD), as well as, other branches and divisions within EDD. Performs other duties as required consistent with Branch needs. Serves the lead person for management as a proctor for all open vacancies and provides guidance for hiring best practices by overseeing the interview process and providing technical assistance to hiring managers. Responsible for hiring best practices oversight and ensures compliance with all interview materials such as written exams, interview questions, completed hiring matrix and interview materials.
25%	**DEVELOPMENT OF TRAINING TOOLS & EMPLOYEE ENGAGEMENT** Assists Supervisor I with special projects, tasks and duties as assigned. Using writing skills and proficiency in Microsoft Office programs, develops and disseminates resources, materials and information to be distributed branch-wide, such as memoranda, websites, and newsletters, with the intent and focus of education on Human Resources-related topics, including, but not limited to, Progressive Discipline Prevention, Employee Engagement and Satisfaction, Employee Retention, Attendance Management and Performance Management; works closely with subject matter experts to develop and update educational materials. Develops and delivers personnel-related workshops and formal trainings and programs, such as the Mock Virtual Interview Workshop and WSB Central Office Mentorship Program to promote engagement and development. Supports WSB Management with principles related to progressive discipline, with an emphasis on employee engagement and satisfaction, the interactive process and preventative action. Participate in activities that contribute to

	professional growth and development. Reviews and tracks personnel requests and data, working with HRSD and WSB offices to ensure an interactive process has been initiated and an appropriate level of accommodation is afforded.
Percentage of Duties	**Marginal Functions**
5% 5%	Acts as back-up to other analysts in the Personnel Management & Development Unit as needed. Performs 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: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ 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 EXERCISED:
(List total per each classification of staff)

Click here to enter text.

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

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPG Analyst Initials	Date Approved
	YS	2/24/2026

Civil Service Classification	**Position Number**
Analyst II	280-339-5393-XXX

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

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Supervisor I in the Performance Management & Development Unit (PMDU), the incumbent performs basic analytical work, including: writing, researching, interpreting, and gathering information regarding personnel management issues within the Workforce Services Branch (WSB). The incumbent supports WSB Branch managers concerning appropriate preventative actions and employee engagement, corrective actions, progressive discipline, and adverse actions on an ongoing basis. The incumbent reviews requests for various types of actions and provides recommendations. In addition, the incumbent will assist in the creation of educational tools and guides to enhance staff competencies, create and distribute personnel-related training resources, materials, reference documents and human resources information. The incumbent will assist in some oversight activities related to personnel and other administrative tasks associated with the delivery of personnel services under the supervision of both the Supervisor I and the BPU Analyst II. The incumbent will demonstrate a commitment to provide quality service that is accurate, timely, and exceeds our customer's expectations.

Civil Service Classification
Analyst I

Position Number
280-339-5157-XXX

Percentage of Duties	Essential Functions
35%	**PROGRESSIVE DISCIPLINE & PREVENTION ANALYSIS** Under the guidance of the BPU Supervisor I, the incumbent collects and analyzes less complex sensitive data by creating tables, charts, and written narratives to identify personnel-related trends and make recommendations to WSB managers on a broad spectrum of personnel-related issues. Coordinates with the WSB Program Training Group and WSB Communications as needed. Under BPU guidance, researches and analyzes both policy and guidance from the Human Resource Services Division (HRSD) and other control agencies. Contributes to the design, development, implementation, and evaluation of employees' training and professional development plans. Provides meaningful and actionable feedback using a growth mindset approach to coach management. Performs research and analysis on a wide variety of human resources and talent management related topics for management and staff development.
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