STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

712-5157-001

Division: Information Systems Division	**Classification Title**: 5157 Analyst I
Branch: Administrative Services Branch	**Working Title**: Human Resources Liaison
Unit: Administrative Services Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 712-5157-001	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 04/23/2026

Direction Statement and General Description of Duties: Under the direction of the Supervisor II, the incumbent serves as the Information Systems Division (ISD) Human Resources Liaison (Analyst I). This position provides comprehensive HR support, including onboarding and offboarding coordination, hiring facilitation, timecard processing, HR reporting, and consultation on personnel matters.

Percentage and Essential/Marginal Functions:

40%	**Tracking, Reporting, and Compliance (E)** Maintains and updates ISD HR data systems and reporting tools to ensure accuracy and compliance. Responsibilities include managing and reconciling timecards, generating and analyzing reports from ServiceNow, State Controllers (LAB/Alpha), State Administrative

	Manual (IMO/AIMS), and maintaining the DMV1 database, organizational charts and ISDHR Administrative SharePoint site. Tracks separations, retirements, Merit Salary Adjustments, Notice of Personnel Actions, Leave of Absences. Prepares monthly reports on attrition, staffing trends, and temporary fund use, providing recommendations to management based on data analysis. Prepares monthly timecard and DOCK reports, reviews timesheets for accuracy, and works with HRB to resolve attendance issues and reconcile leave balances.
25%	**Consultation and Training (E)** Advises ISD employees on HR matters including separations, retirements, benefits, and pay inquiries. Provides knowledge of HR processes and recommends appropriate courses of action. Serves as consultant and trainer to Team Leader on related HR topics, including timecard procedures, reporting requirements, onboarding/offboarding processes, and policy changes. Delivers training sessions to ensure compliance and understanding of HR policies. Acts as backup for ISD Training Coordinator when needed to support training coordination and delivery.
20%	**Hiring Process Facilitation (E)** Performs hiring coordination duties for assigned branches and reporting units. Responsibilities include processing DMV Action Requests (DARs) to establish, reclassify, or abolish positions to meet personnel and budgeting requirements; updating and creating duty statements and opportunity bulletins; writing position justifications; screening and scoring job applications; and scheduling interviews. Compiles and reviews hiring packages to ensure compliance with DMV Hiring Guide, coordinates Training and Development assignments, and utilizes recruitment tools such as ECOS, Oracle, and other position management applications.
10%	**Projects, Research, and Process Improvement (E)** Researches and develops HR-related projects, guidelines, and process improvements. Writes and updates divisional procedures to align with DMV and CalHR standards. Supports automation initiatives and modernization efforts by identifying gaps and proposing solutions. Participates in special projects related to HR, onboarding, and administrative operations.

5%	**Others (M)** Provides backup support for HR functions as needed. Assists with executive calendars, meeting coordination, and correspondence review. Performs other job-related duties as required.

Supervision Received: Analyst I reports directly to and operates under the direction of the Supervisor II.
Supervision Exercised and Staff Numbers: n/a
Physical Requirements: Works indoors in an office setting, in a cubicle. Accesses a personal computer, sit for periods of time, attends meetings in locations throughout the division and the headquarters campus.
Special Requirements:
Personal Contacts: Communication by phone, e-mail, in person or mail as needed. Communicates regularly with co-workers, internal-external customers, interagency, upper-management, and Human Resources Branch. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

712-5157-001

Division: Information Systems Division	**Classification Title**: 5157 Analyst I
Branch: Administrative Services Branch	**Working Title**: Human Resources Liaison
Unit: Administrative Services Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 712-5157-001	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation:	**Bilingual Language**: Unknown
Sensitive Position:	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**:
Work Week Group:	**Date Approved**: 04-23-2026

Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
%	

Supervision Received:

POSITION DUTY STATEMENT

Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE