STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

308-5393-002

Division: Investigations Division	**Classification Title**: 5393 Analyst II
Branch: Administrative Services Branch	**Working Title**: HR Analyst
Unit: Administrative Services Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 308-5393-002	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: Yes 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: Yes	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**:

Direction Statement and General Description of Duties: Under the direction of the Investigations Divisions (INV) Chief of Staff, the incumbent performs complex analytical and consultive assignments. Act as lead analyst on assigned projects and performs the following duties.

Percentage and Essential/Marginal Functions:

50%	**(E)** Independently research, analyze and prepare personnel justifications for staffing levels and classification issues. Prepare, process, and submit various personnel documents/forms/memos for new hires, promotions, reclassifications, separations, and retirements; submit and prepare Electronic Refill Requests, Opportunity Bulletins,

	Organizational Charts, and Duty Statements; track performance evaluations and probation reports. Independently prepare correspondence related to the hiring process. This may include but is not limited to responding to individuals that have applied for advertised positions, requests for additional information, review all applications received from Examination and Certification Online System (ECOS), screen applications based on criteria received from management, schedule interviews, prepare interview packages for management, and thank you letters. Work with Human Resources Branch (HRB) on all aspects of the hiring process. Act as the subject matter expert for INV staff regarding all Staff Benefits (open enrollment and inquires) Reasonable Accommodation, Catastrophic Leave, State Compensation Insurance Fund, Return to Work, State Disability Insurance, Family Medical Leave Act, Employee Assistance Program, and Leave of Absence requests. Prepare and respond to correspondence, including confidential information relative to team member - team leader relations and establish/maintain general and confidential files that contribute to the development of positions. Independently develop proposed policies and procedures for personnel related issues and divisional guidelines.
30%	**(E)** Performs INV HR Coordinator duties for assigned branch and reporting units. Reviews and recommends changes to 1308 hiring package documentation to ensure compliance with the DMV Hiring Guide. Processes Departmental Action Requests (DAR) to establish, reclassify or abolish positions to meet personnel and budgeting requirements, providing feedback to management on resolving the more complex position issues. Reviews and prepares alternate range change, out of class, promotion-in-place and hardship transfer requests. Coordinates training and development assignments including preparation of necessary documents and justifications.
15%	**(M)** Maintains the division’s position database and analyzes the data collected in order to make effective recommendations to managers regarding their positions and fund uses. Prepares reports pertaining to attrition, vacancies, and blanket fund use. Works directly with the INV management and staff to ensure reports reflect actual situations and are completed

	correctly. Serves as the Employer Pull Notice (EPN) Coordinator for INV, which involves adding, deleting, and changing employee information directly into the Electronic EPN Program, conducting quarterly audits to ensure compliance of enrollment for employees in mandated classifications/positions and notifying units of noncompliance. Maintains listing of designated Conflict of Interest positions in INV and conducts audits to ensure employee names are updated.
5%	**(M)** Perform other job-related duties as required.

Supervision Received: The analyst reports directly and receives most assignments from the Chief of Staff, however, direction and assignments may also come from the Chief/Deputy Director.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Works in an office setting, in a cubicle, with artificial lighting and temperature control. Primarily sedentary for extended periods of time; to operate a computer terminal; participate at meetings. Ability to communicate effectively with internal/external customers over the telephone, in person, or via e-mail. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level and occasional bending/stooping and occasional moving up to fifteen pounds.
Special Requirements: Proficiency in Microsoft Excel, Word, and Outlook. Must possess good written and communication skills, use good judgment in decision making, manage time and resources effectively, and be responsive to management needs. Ability to present materials to staff in a clear and concise manner. Regular attendance and punctuality are essential functions for this position.
Personal Contacts: Communication by phone, e-mail, in person, virtual or mail as needed. Communicates regularly with coworkers, internal-external customers, inter-agency, upper-management, and the 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