

DUTY STATEMENT☐ Current ☒ Proposed

HRSO APPROVAL/DATE: 10/2026	EFFECTIVE DATE
POSITION CONTROL #	POSITION NUMBER 175-405-5393-705
BUREAU/SECTION Administrative Services Bureau/Human Resources Services Office	CLASSIFICATION TITLE Analyst II (Confidential Designated Position)
SPECIFIC LOCATION ASSIGNED Sacramento, CA	WORKING TITLE Human Resources Consultant
WORKING HOURS/SCHEDULE TO BE WORKED 8:00 – 5:00	INCUMBENT

CONFLICT OF INTEREST CLASSIFICATION ☐ Yes ☒ No

This position is designated under the Conflict of Interest Code. The 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 and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the general direction of the Personnel Officer, a Supervisor II, the incumbent independently performs varied and complex technical personnel management duties in the areas of Labor Relations, EEO, health and safety, employee programs such as reasonable accommodation, the Family Medical Leave Act (FMLA), Employee Assistance Program (EAP), workers compensation etc. workforce and succession planning, and other related personnel and employee health and wellness programs. The incumbent acts as a consultant for CSL managers, supervisors, and program specialists in a myriad of personnel management issues. Duties include but are not limited to, the following:

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ESSENTIAL FUNCTIONS

30%	Health, Wellness, and Safety Coordinates and monitors the health, wellness, and safety related programs and/or benefits for specified bureau/division staff and management. Assists in the development and/or revision review for updates to workflows, business processes and procedures based on changing CalHR standards California law, and departmental policies, that affect all Health, Wellness, and Safety programs. This includes the maintenance of the programs and assistance to staff and management for Reasonable Accommodation (RA), Ergonomic Evaluation (Ergo), the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), Disability Advisory Committee (DAC), Pregnancy Disability Leave, Employee Assistance Program (EAP), Catastrophic Leave, State Disability Insurance (SDI), Non-Industrial Insurance (NDI), Worker's Compensation, Return to Work. Duties include but are not limited to developing and maintaining a close working relationship with employees and their managers to provide guidance and meet their needs to ensure the individual and program accommodations are accurately determined, and appropriate equipment and/or tools are evaluated, secured, and installed. Independently researches, interprets, and applies applicable laws, rules, regulations, and procedures and provides counseling and assistance to employees, supervisors, and managers in relation to health, medical, and safety personnel matters. Researches, reviews, and processes complex workers compensation case files. Provides recommendations and consultation to California State Library managers and supervisors regarding on-the-job-injury occurrences. Researches and analyzes accident and injury reports and claims and Worker's Compensation loss analysis reports to identify potential job hazards connected with specific jobs and identify special areas of concern, and develops procedures and training to implement health and safety objectives. Serves as the Department's liaison with State Compensation Insurance Fund (SCIF), Department of Industrial Relation's Division of Occupational Safety and Health (DOSH), CalPERS, physicians, vocational rehabilitation counselors, attorneys, supervisors, managers, and employees. Independently reviews and processes complex requests and monitors and manages case files to determine employee's eligibility for Catastrophic Leave, Family Medical Leave, Ergonomic Evaluations, Reasonable Accommodations, etc. Maintains contact and communications with all parties affected and provides timely recommendations to management on implementing modified work or limited duty assignments, reasonable accommodations or alternative job placements, as appropriate. Serves as a Return-to-Work Coordinator and provides counsel to supervisors and managers to improve workers' compensation costs, reduce the loss of trained, experienced employees, and to speed employee recovery by maintaining positive contact to encourage the earliest possible return to work. Serves as an Employee Assistance Program Coordinator and provides employees, managers, and supervisors with information regarding the program, and assists with obtaining services.
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	Serves as the Telework Coordinator and advises management on related matters. Assists with completion of spreadsheets for reporting requirements of the telework program. Ensures approved Telework Agreements (STD. 200) are retained. Reviews approved STD. 200's for compliance with the telework program. Serves as point of contact for the telework program and its effectiveness.
20%	Equal Employment Opportunity (EEO) Counsels employees and managers on EEO policies, procedures, and options for informally resolving allegations of discrimination. Investigates staff EEO complaints and grievances filed in accordance with state and federal laws and employee bargaining units; collects and analyzes evidence, prepares thorough investigation reports and related correspondence for review and final approval of the Equal Employment Officer; debriefs the Equal Employment Officer on investigation findings and prepares formal responses regarding allegations of discrimination. Performs other periodic or ad hoc functions required to maintain a fully compliant EEO Program, which includes but is not limited to: the Disability Advisory Committee (DAC), employee disability surveys, update of program materials for dissemination throughout the Department; developing and implementing process or procedural improvements or updating of policies to correspond with EEO case precedents or court decisions. Performs other duties as required to facilitate the effective implementation of the Department's EEO Program.
20%	Succession/Workforce Analysis Planning: Independently reviews the Succession/Workforce Analysis Planning resources, assessments, tools, and strategies. Attends Succession/Workforce Planning meetings, conferences, training, CalHR quarterly sessions and individual research. Researches and analyzes new ways to improve recruitment, onboarding, retention, internal development of staff, upward mobility, performance measure development, and action plan creation. May consult with the Policy, Training and Compliance Office to implement and update necessary program components, policies, procedures, etc. Serves as a LEAP Coordinator. Monitors LEAP appointments and coordinates the processing of LEAP documentation to CalHR. Acts as the department's liaison with CalHR and the State Personnel Board. Coordinates with other HRSO analysts to assist managers and supervisors with LEAP issues. Serves as a resource to LEAP candidates and appointees.
10%	Conflict of Interest Independently reviews, evaluates, and processes the Form 700 (Statement of Economic Interests) filing Officer for the Library. Duties include but are not limited to necessary tasks as the liaison between the Library and Fair Political Practices Commission. Distributes email to all Form 700 filers per the Library's conflict of interest code; collects forms to ensure receipt by annual deadline, and follows up with late filers. Reviews Form 700s to determine if the statements contain all of the information required by the Political Reform Act. Responds to

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	filer questions. Provides Form 700 statements for public inspection, upon authorized request.
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MARGINAL FUNCTIONS

15%	Labor Relations: Provides guidance and responses on topics/issues which may overlap and cross units, researches various Memorandums of Understanding and State Personnel Board laws and rules, California Code of Regulations, California Department of Human Resources (CalHR) manuals, laws and policies of labor administration, Departmental policies, etc. to obtain necessary information to assist staff on labor related questions or concerns; leads, assists, and completes special projects; prepares responses to departmental level grievances and disputes. Participates as a representative in Meet and Confers, conducts grievance conferences as needed and meets with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances to resolve issues.
5%	Serves as back-up to the Classification, Recruitment & Exams Unit. Attends, participates, and prepares for various internal and external personnel- related meetings and forums. Serves as a subject matter expert on a variety of human resources subjects. Other job related duties as required.

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SUPERVISION RECEIVED – The Analyst II reports directly to and is supervised by the Personnel Officer [Supervisor II] but may receive direction and assignments from the Administrative Services Bureau Chief (CEA), Deputy State Librarian, or the State Librarian.

SUPERVISION EXERCISED – None

ADMINISTRATIVE RESPONSIBILITY – None

PERSONAL CONTACTS – The Analyst II has daily contact with the Personnel Officer for assignments, updates and reports ongoing issues; daily contact with client managers to provide guidance, consultation and technical assistance in resolving personnel issues; occasional contact with the assigned CalHR analyst to consult on a variety of personnel matters, which may be complex and/or sensitive; occasional contact with SPB staff to consult on policy and compliance; occasional to frequent contact with State Controllers, Department of Finance, Budget Office, and personnel staff in other departments while conducting research.

ACTIONS AND CONSEQUENCES – Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of the assigned clients, Bureaus or the Department to meet goals or objectives. Consequences could range from minor correctable informational errors with limited impact to sanctions by CalHR or SPB affecting the entire department, such as loss of delegation.

FUNCTIONAL REQUIREMENTS – No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent is expected to travel occasionally (<1%), when necessary to attend forums and meetings or to provide consultation or training, etc.

OTHER INFORMATION – Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSL management needs.

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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND 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 ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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