DEPARTMENT OF CHILD SUPPORT SERVICES

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Clear | Save As | Print

Type of Duty Statement:	Current	**Revision Date:**	01/02/2026

1. Position Information

A. Employee Name:

B. Position Number:	**C. CBID:**	**D. WWG:**	**E. Effective Date:**
817-631-5393-702	R01	2	

F. Classification Title:	**G. Working Title:**
Analyst II	Classification and Hiring Analyst

H. Division:	**I. Branch/Section/Unit:**
Administrative Services	Human Resources/Personnel Services/Classification & Hiring

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

- ☐ Bilingual Fluency (Non-English Language) - Specify Below
- ☑ Background Check Requirements
- ☐ Other - Specify Below

A. Special Requirements Description, as applicable:

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? ☐ Yes ☑ 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.

3. SUPERVISION

A. Supervision Received:

The incumbent works independently under the general direction of the Classification and Hiring Supervisor I.

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under the general direction of the Supervisor I, the Analyst II is a full journey level analyst performing the more independent, varied and complex consultative, technical and analytical duties and assignments within the Department's C&H program. Duties are performed following civil service merit principles in accordance with established office procedures and policies, the California Code of Regulations (CCR), the California Department of Human Resources (CalHR) and State Personnel Board (SPB) rules and regulations, the Personnel Management Policy and Procedures Manual (PMPPM), and the Examination and Certification Online System (ECOS) guidelines.

A. Percentage of Time Performing Duties	**B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%.).**
ESSENTIAL FUNCTIONS	
IT Domain: *Check All That Apply*	**FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY** ☐ Business Technology Mgmt. ☐ Software Engineering ☐ IT Project Mgmt. ☐ System Engineering ☐ Information Security ☐ Client Services
30 %	Independently review and analyze Request for Personnel Action (RPA) packages to ensure positions are appropriately classified and allocated. Research and interpret California civil service laws, rules, policies and procedures, and Bargaining Unit contracts to provide consultation and guidance to management on personnel issues, including position reclassification or establishment, classification allocation, organizational changes determining the impact on position levels and numbers, and staffing alternatives. Ensure the accuracy and completion of recruitment and hiring requests, which includes gathering and preparation of necessary documentation to comply with CalHR's established Best Hiring Practices. Provide consultation with management and staff responsible for RPA package preparation, and provide training to staff in these areas as needed.

20 %	Work closely with the Department's hiring managers and supervisors in developing job vacancy announcements, application screening criteria, hiring interview questions, and appropriate revision of duty statements as necessary. Research, gather information, analyze and provide guidance to hiring managers and supervisors in navigating and using ECOS, ensuring electronic and paper application packages received are accessible for their review. Order, manage, and clear certification lists in ECOS to ensure lawful appointments from eligible lists. Prepare and compose correspondence, memos, policies, and procedures on personnel-related matters. Communicate verbally and in writing to departmental management, employees, and work effectively with control agencies to produce merit-based hiring packages.
20 %	Assist hiring programs in the completion of the hiring process by performing candidate eligibility verification, review and analyze applications to ensure minimum qualification requirements are met, conduct Official Personnel File (OPF) reviews as necessary, and coordinate salary determination with Personnel Specialists. Ensure regular maintenance of electronic recruitment documents and work with CalHR on troubleshooting any ECOS issues.

20 %	Conduct special projects related to classification and compensation matters which have departmental impact on personnel operation or policy. Develop and conduct necessary trainings and/or meetings to stay current on any new directives, updates or training from the control agency. Utilize CalHR's Forum and other control agency SharePoint sites to receive and/or share Recruitment and Selection and Classification and Compensation information with other departments.
5 %	Develop policies and procedures, and provide formal or informal trainings and/or oral presentations to managers and departmental staff on a variety of Human Resources-related topics as necessary.

MARGINAL FUNCTIONS	
5 %	Periodically attends and records meeting minutes at the Classification Supervisors Forum (CSF) on behalf of the C&H Supervisor, participates in workgroups and collaborate with other staff on classification studies, policy and procedure development, and other personnel projects to develop effective human resource management tools.
100 %	**TOTAL**

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ **Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

☐ **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

The incumbent will routinely make decisions regarding various human resources related issues, which will affect the C&H program of the Department and the ability of management to achieve its desired objectives. Failure to complete assignments accurately or timely may result in non-compliance with statutory laws and rules, impact both internal and external stakeholders and may result in monetary costs to both employees and the department as well as impact the departments delegated authority or result in negative audit findings.

B. Personal Contacts:

Daily contact with all levels of DCSS employees and representatives of other state agencies and control agencies as well as occasional contact with the public either in person, on the phone or through electronic messaging and other communication.

7. Acknowledgements

A. Employee's Acknowledgement: 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 ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ **Yes** ☐ **No**

If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	