CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Analyst IV	Communications
Working Title	**HQ Designation**
Statewide Career Strategist	CalHR Sacramento
Position Number	**Date Prepared**
363-800-5403-001	10/2026
Name	**Effective Date**

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Supervisor II, the Analyst IV serves as a technical expert consultant to departmental staff on a variety of practices related to the Statewide Recruitment Program. The incumbent is responsible for researching and developing statewide recruitment strategies to attract a talented and competent equitable workforce for the State of California. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
30%	O/V	Research, develop, and implement innovative recruitment strategies and materials for state departments to attract qualified applicants. Evaluate new recruitment strategies and trends and make recommendations to update recruitment practices statewide. Research laws, rules, and policies to ensure proposed recruitment strategies align with CalHR's statewide guidance and the merit

		principle. Provide resources, tools, and guidance to departments statewide to implement new and/or updated recruitment strategies. Follow up with departments to determine efficacy of strategies and share findings with management. Research systemic issues impacting the state's ability to recruit a diverse and inclusive workforce and make recommendations on recruitment strategies to improve outreach efforts.
25%	O/V	Provide expert advice and consultation to CalHR's internal program areas, departmental recruitment professionals, and Agency to support statewide recruitment and selection initiatives. Collaborate with state departments and key stakeholder advocacy groups to improve the overall timelines and effectiveness of current recruitment trends. Independently respond to inquiries from stakeholders to the shared Statewide Recruitment Program email inbox. Facilitate SRRT meetings, including coordinating speakers, scheduling, and preparing materials for attendees. Update the statewide recruiter's email listserv to ensure communication is shared with the appropriate departmental representatives. Develop maintain relationships with organizations that support job seekers (e.g., colleges, community organizations, local employment offices) to represent the State of California as an employer of choice and enhance employment interest.
20%	O/V	Analyze and interpret statewide recruitment data to make recommendations to continuously improve the recruitment and hiring process statewide. Develop reports on innovative solutions to on trend recruitment opportunities and challenges within the state's civil service workforce. Work with state departments to collect, evaluate, and report on the status of departmental recruitment efforts. Collaborate with state departments, internal divisions at CalHR, and other entities as required to coordinate the administration of various statewide recruitment activities.
15%	O/V	Coordinate and organize scheduling and logistics for meetings, events, and speakers. Organize a variety of outreach efforts, including career fairs, to attract and recruit top talent for state departments and assist in marketing the State of California as the employer of choice. Develop and present training courses related to the Statewide Recruitment Program to provide guidance to a variety of stakeholders, including the State Recruiters Round Table meetings, CalHR training, Labor Conferences, and other requests as needed.
Percentage	**(O) / (V)**	**Marginal Job Duties**
10%	O/V	Performs research for special projects as assigned and other related duties, as needed.

Supervision Received

Analyst IV, reports directly to and receives most assignments from the Supervisor II; however, direction and assignments may also come from Executive Management.

Supervision Exercised

None, but will act as a lead for the Statewide Recruitment Program.

Special Requirements/Desirable Qualifications

High attention to detail with exceptional organizational skills. Experience creating and executing successful sourcing and recruitment strategies across a variety of disciplines. Ability to present to large crowds; effectively communicate orally and in writing. Passion to build relationships, negotiate, persuade, and present ideas. Comfortable in a face-paced environment and can work under pressure of changing priorities.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

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

Employee Signature	**Employee Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	**Supervisor Name**	**Date**