CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Analyst III	Equity and Accessibility Management Services (EAMSD)/
Working Title	**HQ Designation**
DEIA Policy and Analytics Strategist	CalHR Sacramento
Position Number	**Date Prepared**
363-950-5402-900	3/2/2026
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 Manager II, the Analyst III serves as the division's lead analyst for DEIA-related data evaluation, policy integration, and equity considerations. The incumbent collaborates with EAMSD branches to analyze program data, identify trends or barriers, and develop recommendations that support more inclusive and equitable human resource practices within CalHR. The position also supports divisional policy updates, legislative analysis, and contributes to internal and public reports.

Job Functions

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

Percentage	(O) / (V)	Essential Job Duties
45%	OV	Data Analysis, Trends, and Reporting • Analyze program data from EEO, LEAP, RA, Workforce Analysis, Upward Mobility, Compliance, DCTS, and Language Access to identify trends, disparities, or opportunities for improvement.

		• Prepare data summaries, visualizations, and recommendations that support division planning, communication, and improvement efforts. • Collaborate with EAMSD branches to refine data collection processes and integrate DEIA considerations into reporting methodologies. • Support the development of equity and accessibility metrics for internal monitoring and reporting. • Contribute data narrative content for executive briefings and the annual CalHR Commitment to DEIA report.
20%	OV	Policy and Legislative Review • Assist in reviewing, drafting, and updating division policies, guidance documents, forms, and procedures to integrate equitable and inclusive practices. • Conduct bill analysis and support regulatory updates as assigned by the Manager II. • Evaluate policy impacts and prepare recommendations for leadership consideration. • Monitor DEIA-related research, emerging trends, and best practices and translate findings into actionable insights for division use.
20%	OV	Conduct stakeholder engagement and research. • Work closely with branch managers and analysts across EAMSD to understand program workflows, data needs, and improvement opportunities. • Participate in cross-branch meetings and working groups to provide analytical insight and support collaborative initiatives. • Provide optional consultation, upon request, to departments who seek support interpreting data or applying equity-based analysis. • Conduct recruitment outreach in coordination with CalHR's Recruitment Office.
10%	OV	Administrative and Project Support • Support the Manager II with special projects, division wide research assignments, and executive reporting needs. • Maintain project documentation, data sources, and analytic tools. • Prepare summaries, charts, and materials for internal communication or briefing purposes.
Percentage	**(O) / (V)**	**Marginal Job Duties**
5%	OV	• Support preparation of presentation materials, briefing documents, or background summaries for meetings and executive discussions. • Participate in division meetings, planning sessions, and professional development activities. • Provide backup support during peak workload periods or absences. • Contribute to updates of internal procedures, tracking tools, or documentation related to DEIA initiatives. • Serve on interview panels to support CalHR hiring efforts.

		• Perform other duties consistent with the Analyst III classification.

Supervision Received
The Analyst III reports directly to and receives most assignments from the Manager II; however, direction and assignments may also come directly from the Chief.

Supervision Exercised
None. May act as a lead on some projects.

Special Requirements/Desirable Qualifications
- Experience analyzing data and preparing reports or summaries to support decision-making.
- Experience interpreting policies, legislation, or program requirements and translating them into operational guidance.
- Experience supporting legislative analysis, program implementation, or policy development activities.
- Strong analytical skills and ability to identify trends or patterns in data.
- Experience working with datasets, spreadsheets, or reporting tools.
- Ability to organize complex information and present findings in a clear and understandable format.
- Experience supporting program improvement efforts through research or analysis.
- Knowledge of Equal Employment Opportunity (EEO), workforce data, or public sector human resources programs.
- Ability to manage multiple assignments and shift 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**