

## DUTY STATEMENT

|                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                                                                                  |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------|-------------|
| DATE APPOINTED                                                                                                                                                                                                                                                                                                                                                                                             | PROGRAM<br>HUMAN RESOURCES BRANCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | UNIT<br>DART           | <input checked="" type="checkbox"/> CURRENT<br><input type="checkbox"/> PROPOSED |             |
| DATE LAST REVIEWED<br>October 12, 2026                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                                                                                  |             |
| CIVIL SERVICE CLASSIFICATION<br>ANALYST II                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | WORKING TITLE          | POSITION NUMBER<br>(Agency – Unit – Class – Serial)<br>830-440-5393-902          |             |
| WORK LOCATION<br>SACRAMENTO                                                                                                                                                                                                                                                                                                                                                                                | WORK SCHEDULE (Days & Hours)<br>MONDAY-FRIDAY 8:00am – 5:00pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TENURE<br>LIMITED TERM | TIME BASE<br>FULL-TIME                                                           |             |
| INCUMBENT (If Known)                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COI (Yes or No)<br>No  | WWG<br>2                                                                         | CBID<br>R01 |
| <p>Under the direction of the Human Resources Director, the Analyst II serves as a departmental analyst supporting the implementation of the California State Payroll System (CSPS). The incumbent provides subject matter expertise related to payroll and personnel transactions, analytical, coordination, and operational support for departmental readiness for the new statewide payroll system.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                                                                                  |             |
| % of time performing duties                                                                                                                                                                                                                                                                                                                                                                                | <b>ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |                                                                                  |             |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Participates in department-wide meetings including but not limited to; discussions, workshops related to the CSPS project, and work sessions related to CSPS implementation. Coordinates departmental readiness activities and monitors assignments associated with CSPS implementation to ensure completion of project deliverables. Works closely with departmental subject matter experts, coordinators, and management to track progress and identify potential issues affecting readiness. Attend meetings with leadership and project representatives to review progress, address roadblocks, and identify next steps. Supports communication between the department and CSPS project representatives when assigned and assists with monitoring project timelines and deliverables. Assists management in identifying process improvements and recommends changes to departmental procedures to align with CSPS functionality.</p>                                                     |                        |                                                                                  |             |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Participate in system testing activities designed to validate CSPS functionality. Review testing scenarios and evaluate how payroll and personnel transactions function within the new system environment. Collaborate with subject matter experts to document testing outcomes and identify system issues or operational concerns. Provide feedback regarding system functionality, data accuracy, and operational usability. Assist in coordinating departmental participation in testing cycles and support user acceptance testing and readiness validation activities. Support departmental change management activities associated with CSPS implementation. Assist with developing and disseminating project communications to ensure consistent messaging throughout the department. Coordinate responses to readiness surveys and compile results for management review. Provide periodic updates to departmental leadership regarding project status and readiness activities.</p> |                        |                                                                                  |             |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Reviews and analyzes current payroll and personnel processes and compares them to the future processes developed for the CSPS system. Evaluates how new CSPS processes will integrate with departmental operations and identifies potential operational impacts. Reviews system design documentation and provides feedback from an operational and payroll processing perspective.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                                                                                  |             |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Assist with coordinating training activities associated with CSPS implementation. Provide operational support and subject matter expertise related to payroll and personnel transactions processed through CSPS following system implementation. Assist management and staff in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                                                                  |             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | understanding system functionality and operational processes within the new system environment.                          |
| <b>NON-ESSENTIAL FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                          |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Participates in special projects as needed and performs other job-related duties within the scope of the classification. |
| <b>OTHER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                          |
| Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. |                                                                                                                          |

| <b>PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>                                                                                                                                                                 |                     |                      |                   |                   |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-------------------|-------------------|--------------------|
| <b>Activity</b>                                                                                                                                                                                                                | <b>Not Required</b> | <b>Less than 25%</b> | <b>25% to 49%</b> | <b>50% to 74%</b> | <b>75% or More</b> |
| <b>VISION:</b> View computer screen; prepare various forms, memos, reports, letters, and proofread documents.                                                                                                                  |                     |                      |                   |                   | X                  |
| <b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.                                                                                          |                     |                      |                   |                   | X                  |
| <b>SPEAKING:</b> Communicate with staff and the public in person and via telephone; interact in meetings.                                                                                                                      |                     |                      |                   |                   | X                  |
| <b>WALKING:</b> Within the department to various units.                                                                                                                                                                        |                     |                      | X                 |                   |                    |
| <b>SITTING:</b> Work station; meetings; training.                                                                                                                                                                              |                     |                      |                   |                   | X                  |
| <b>STANDING:</b> Copy documents; review records.                                                                                                                                                                               |                     | X                    |                   |                   |                    |
| <b>BALANCING:</b>                                                                                                                                                                                                              |                     | X                    |                   |                   |                    |
| <b>CONCENTRATING:</b> Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.                                                                               |                     |                      |                   |                   | X                  |
| <b>COMPREHENSION:</b> Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work. |                     |                      |                   |                   | X                  |
| <b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.                                                                                                                           |                     |                      |                   |                   | X                  |
| <b>LIFTING UP TO 10 LBS:</b>                                                                                                                                                                                                   |                     | X                    |                   |                   |                    |
| <b>LIFTING 10-25 LBS:</b>                                                                                                                                                                                                      |                     | X                    |                   |                   |                    |
| <b>LIFTING 25-50 LBS:</b>                                                                                                                                                                                                      |                     | X                    |                   |                   |                    |
| <b>FINGERING:</b> Push telephone buttons, calculator keys, and computer keyboard.                                                                                                                                              |                     |                      |                   | X                 |                    |
| <b>REACHING:</b> Answer telephone; use a mouse; retrieve documents from printer.                                                                                                                                               |                     |                      |                   | X                 |                    |
| <b>CARRYING:</b> Transport documents.                                                                                                                                                                                          |                     | X                    |                   |                   |                    |
| <b>CLIMBING:</b> Stairs.                                                                                                                                                                                                       |                     | X                    |                   |                   |                    |
| <b>BENDING AT WAIST:</b> Use copier; access low file drawers.                                                                                                                                                                  |                     | X                    |                   |                   |                    |
| <b>KNEELING:</b> Access low file drawers.                                                                                                                                                                                      |                     | X                    |                   |                   |                    |

|                                                                                |  |   |  |   |   |
|--------------------------------------------------------------------------------|--|---|--|---|---|
| <b>PUSHING OR PULLING:</b> Open and close file drawers.                        |  | X |  |   |   |
| <b>HANDLING:</b> Sort paperwork; distribute mail.                              |  |   |  |   | X |
| <b>DRIVING:</b> Special events                                                 |  | X |  |   |   |
| <b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine. |  |   |  | X |   |
| <b>WORKING INDOORS:</b> Enclosed office environment.                           |  |   |  |   | X |
| <b>WORKING OUTDOORS:</b> Special events.                                       |  | X |  |   |   |
| <b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.            |  | X |  |   |   |

**CONFLICT OF INTEREST (if applicable):**

☐ Conflict of Interest Filing (Form 700) required      ☒ Not applicable

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 employee 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 this appointment.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE STATEMENT**

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

|                                                                                                                        |                                  |             |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------|
| <b>EMPLOYEE NAME (Print)</b>                                                                                           | <b>EMPLOYEE SIGNATURE</b>        | <b>DATE</b> |
| <b>SUPERVISOR STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i></b> |                                  |             |
| <b>SUPERVISOR NAME (Print)</b>                                                                                         | <b>SUPERVISOR SIGNATURE</b>      | <b>DATE</b> |
| <b>HUMAN RESOURCES NAME (Print)</b>                                                                                    | <b>HUMAN RESOURCES SIGNATURE</b> | <b>DATE</b> |