DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number:	Classification/CBID: **Analyst II/ R01**	Position Number: **810-260-5393-701**
Incumbent Name:	Working Title: **Classification & Recruitment Analyst**	Effective Date:
Tenure: **Permanent**	Time Base: **Full-time**	Intermittent Hours Per Month:
Program/Division: **Office of Administrative Services**	Branch/Section/Unit: **Human Resource/ Classification and Recruitment**	Reporting Location: **Sacramento HQ**
Supervisor's Name: **Phang Xiong**	Supervisor's Classification: **Supervisor I**	Position Telework Eligible: ☐YES ☒NO
Confidential Designation: ☐YES ☒NO	Designated Position for COI: ☒YES ☐NO	Position Designated Bilingual: ☐YES ☒NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under direction of the Supervisor I, within the Classification and Recruitment Unit, the Analyst II performs varied and the more complex analytical work in classification and pay, recruitment, hiring assistance, allocation, reporting structure, position justification, and/or special projects. Providing a high level of customer service, the Analyst II will serve as a point of contact for assigned DTSC programs analyzing issues, developing courses of action and providing recommendations while performing a variety of Human Resources (HR) responsibilities. The Analyst II will provide consultation and assistance to DTSC programs regarding the interpretation and application of civil service laws, rules, regulations, and DTSC policies and procedures pertaining to the classification and recruitment process in person, via teams or phone call. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):	
40%	**Classification Position Consultation** Reviews, analyzes Requests for Personnel Action (RPA) package documentation which includes duty statements, organizational charts, justifications memorandums, and other related documents in accordance with class specification, allocation guidelines, and DTSC procedures to consult and make determinations on requests to backfill vacancies, time base changes, and reclassify positions. Evaluates the proposed RPA package and either approves or disapproves and provides recommendations for possible alternatives to supervisors. Communicates with hiring supervisors and/or Personnel Liaisons (PLs) when revisions are necessary. Reviews and makes determinations for various classification and pay actions, including, Out-of-Class assignments, pay differentials, and promotions in place, training and development requests. Consults with hiring managers and PLs by providing guidance and making recommendations related to personnel policies, standards, rules, and procedures for RPA packages and reorganizations. Assesses the Department's existing classifications and classification structure; reviews complex position allocation requests; analyzes and determines appropriate alternatives to meet program needs; conducts position audits and special classification and pay studies. Provides technical guidance in analyzing and determining leaves of absences, out-of-class, promotions in place, CEA concepts and Exempt appointments, including reinstatement rights. Researches and analyzes laws, rules, and regulations, and prepares correspondence to internal and external parties as appropriate.
30%	**Recruitment, Outreach, and Hiring Consultation** Perform minimum qualifications on applications submitted by hiring managers and ensure all compliance with Departmental policies, California Department of Human Resources (CalHR) and State Personnel Board (SPB) rules and regulations, bargaining unit contract provisions and initiate withhold process with candidates via ECOS when necessary. Provides technical guidance in analyzing and determining the application alternate range criteria, transfers, appointments, by performing final eligibility check that includes A01 check, transfer determination, and salary determination. Reviews, prepares, and posts job advertisements for positions based on duty statements and special requirements utilizing the Examination and Certification Online System (ECOS) and identifies placement locations for advertisements. Orders certification lists, clears and codes active eligible candidates, and coordinates requests for appropriate lists from other departments. Reviews and provides recommendations to management on criteria for application screening and interview questions for compliance. Reviews selected applicants state applications to determine minimum qualifications and alternate range criteria. Coordinates and completes hiring clearances necessary for individual positions, such enrolling, monitoring and maintaining employees' driver records; verify if an employee possesses a valid driver's license; review employee violations and determine appropriate action. Tracks, monitors, and maintains inquiries regarding bilingual services and coordinate testing, and medical/psychological clearances, and various licensures.
15%	**Special Projects, Policies and Communications** Research, drafts, and makes recommendations on departmental HR processes and procedures. Develops and updates manuals and other job aides for use by departmental staff to ensure compliance with CalHR, SPB, HR policies, procedures, and training. Draft and finalize issue memoranda which identify alternatives, pros and cons, and recommendations for management review, consideration, and approval. Prepares written communications such as analytical reports, memos, policy recommendations and other documents required by controlling agencies as needed to keep on file for audit purposes. Draft HR In-Tunes, and job announcement to be sent to the Department as necessary. Create and present training materials for departmental meetings.
5%	**Position Control** Serve as back-up to the Position Control Analyst. Receive, log, and process requests for position actions, Change in Established Position (Std. 607) forms, Payroll Header Change (Std. 407) forms, and Payroll Header Reports (PR 421); reconcile SCO position reports and Schedule 8;

	coordinate with DTSC's Budget Office and other Human Resources staff to identify positions potentially impacted by Government Code Section 12439; ensure accurate and timely reporting to DOF requests; assist in the maintenance of the vacancy and staffing spreadsheets. Create and distribute reports related to position control as requested by departmental management using the MIRS and View Direct databases.
5%	**Administrative Duties** The Analyst II performs administrative duties including, but not limited to, adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; submits timesheets by the due date; and other duties as assigned.

Marginal Functions (Including percentage of time):

5%	**Other Related Assignments** Performs other related duties including but not limited to participating and representing DTSC at CalHR Forums (Classification Supervisory Forums and Exams Supervisory Forums), conduct outreach efforts such as career fairs and LinkedIn recruiting. Train other staff when necessary.

Consequences of Error: (if applicable)

Typical Physical Conditions/Demands:

The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 30 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.

Typical Working Conditions:

Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.

Special Requirements of Position (Check all that apply):

☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date

Employee Statement	
I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.	
**A Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*	
Do you need a reasonable accommodation to perform the essential functions of this position?	☐**YES** ☐**NO**

Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

☒ Duties meet class specifications and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: DV Date Approved: 7/2/2026

Revision Date (if applicable): Click or tap to enter a date.