State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration/ Human Resources/ Classification, Hiring, & Position Management/ Classification & Pay/ Classification & Pay II	POSITION NUMBER: 163-839-5157-704 11396	CBID: R01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I (Supervisor)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   Under the supervision of the Supervisor I, Classification & Pay II Unit.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   This position requires prolonged sitting in an office setting environment with artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The incumbent has daily (written and verbal) contact with all levels of California Governor's Office of Emergency Services (Cal OES) employees, applicants, managers, supervisors, and various control agencies regarding assigned tasks. Most communication is sensitive and/or confidential in nature and is not to be discussed, copied, or shared with unauthorized personnel.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position could result in inaccurate processing of appointments and/or incorrect or incomplete information disseminated to management and external entities. This classification interprets and explains civil service laws, rules, and procedures, it has broad implications on various aspects of personnel management. The scope of error could result in poor hiring practices, unlawful hires, the Department's loss of delegation from California Department of Human Resources (CalHR), lawsuits, grievances, and merit issue complaints.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the supervision of Supervisor I, the Analyst I performs analytical work in the administration of the Department's personnel management programs including but not limited to, classification and pay, hiring assistance, recruitment, allocations, reporting structures, position justifications, or special projects pertaining to Human Resources (HR). Serves as a point of contact and liaison between assigned Cal OES directorates and HR. Analyzes issues, reasons logically and creatively, develops a course of action, and makes recommendations to meet customer needs while performing a variety of HR responsibilities. Will also support and promote a positive work environment and productive relationships with all staff in an ethical and professional manner. The incumbent is expected to maintain a high level of confidentiality. Works closely with all levels of Cal OES management; provides consultation on a wide variety of personnel-related subjects. Attends a variety of staff meetings and training classes, may be called upon as a lead, and to train, present, and perform other job-related duties. Interprets and explains civil service law, rules, and procedures; does research in specific areas of public personnel management; represents the Agency at meetings and conferences; studies various personnel operating procedures; prepares reports, manuals, articles, and correspondence.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	Responsible for less complex technical classification and pay work such as analyzing, determining, and approving requests to refill, reclassify, transfer, and/or establish positions to ensure classification allocation standards are being met by reviewing various documents and personnel operating procedures such as: duty statements, organizational charts, justification memoranda, class specifications, allocation guidelines, the Classification & Pay Guide, CalHR HR Manual, civil service laws and rules, and Department policies. Prepare and review Requests for Personnel Action (RPAs) for consistency and ensure compliance with applicable policies, statutes, and regulations. Analyze and prepare all personnel transmittal documents, including but not limited to hiring and appointment documents; prepare justifications/issue briefs; and advise supervisors and managers on the development of new and revised duty statements for the program area. Upload all required documents to the correct online file system following policy and procedure. Responsible for maintaining and updating all personnel systems to ensure accuracy and current information (e.g., Position Directory, RPA tracker, etc.).
30%	Responsible for coordinating and communicating with program area managers and/or staff regarding job postings, certification lists, and contact letters. Order certification lists and contact letters using the Examination and Certification Online System (ECOS). Review and make decisions on approvals for job advertisement language and post job vacancies on ECOS. Evaluate incoming applications and code certification lists on an ongoing basis as applications are received. Conduct soft reviews on all applications, including determining those in reachable ranks on certification lists and identifying possible transfers based on indicated eligibility. Analyze all hiring paperwork, including screening criteria, interview questions, scores, and panel notes to ensure consistency, accuracy, and that regulations are followed. Collaborate with the Exams and Recruitment Unit in marketing job vacancies. Assist program areas in evaluating job applicants and complete necessary paperwork for onboarding.
25%	Assist on advising, directing, and making recommendations to program managers and supervisors regarding a wide variety of personnel management situations in areas such as staffing, organizational structure, allocation guidelines, proper hiring practices, retention difficulties, salary issues/pay, such as Hiring Above Minimum, Alternate Range Determination, reinstatement rights, and special pay. Provide consultation on other recruitment tools, such as Training & Development and Out of Class assignments, and/or other alternatives to program areas. Communicate and work cooperatively with HR management and staff to resolve personnel-related issues.
10%	Conduct analyses on varied and/or sensitive/ personnel management matters (e.g., merit issue complaint, grievances, emergency appointments, illegal good faith appointments, Board of Control claims, etc.) to provide information, opinions, recommendations, etc., using various personnel references/policies. Conduct audits, classification specification revisions, and other classification and pay-related projects. Review monthly organizational charts for accuracy. Complete weekly and monthly reports related to vacancies for management.

Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☒	☐	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
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BU: 1, 4, 9, 10, 11, 12 & 14

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IMMEDIATE SUPERVISOR: Supervisor I (Supervisor)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   Under the General direction of the Supervisor II, Classification & Pay II Unit.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   This position requires prolonged sitting in an office setting environment with artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.

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HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
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LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
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Updated 09/10/2026

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
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CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

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I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title