STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31315	Office of Human Resources (OHR)	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Personnel Transactions and Payroll Branch	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	306-271-5393-XXX	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Mon - Fri 8 a.m. - 5 p.m.	Permanent	
WORKING TITLE	TIMEBASE	
Analyst II	FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Supervisor I, the Analyst II performs complex analytical duties pertaining to CalPERS audits including service purchase requests. Responsible for administering and managing COBRA related events, the Dependent Re-verification(DRV) and the Affordable Care Act (ACA) program for the department. The Analyst researches and interprets laws, rules, and regulations relating to the benefits program. In addition, the Analyst participates in developing processes and guidelines, identifying process improvement, and making recommendations to management related to the benefits program, the ACA, and the Dependent Re-Verification process.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Independently gather supporting documentation required to respond to CalPERS audits involving State Service Purchase requests, including both current and backlog cases. Process transactions that require special State Controller's Office (SCO) handling, including requesting pay history when necessary. Ensure the accuracy of reporting in the Affordable Care Act System (ACAS) to comply with the Federal Patient Protection and Affordable Care Act. Track and monitor key reports—such as the monthly ACA Error Report and the quarterly CalHR ACA Compliance Report—to ensure identified errors are corrected in a timely manner.
40%	Administer the Dependent Re-Verification (DRV) Program to ensure employees receive timely and

PERCENTAGE	DESCRIPTION
	accurate notification of all dependent re-verification requirements, including triennial re-verification for all dependents and annual re-verification for Parent-Child Relationship (PCR) dependents. Review submitted re-verification documents to determine whether they sufficiently support the continued enrollment of each dependent. Track, monitor, and process the deletion of dependents upon reaching age 26. Maintain, track, and reconcile documentation submitted by Personnel Specialists to ensure dependent eligibility updates are reported accurately and promptly to the California Public Employees' Retirement System (CalPERS), preventing unnecessary dis-enrollment from state health or dental plans. Compile required reports and submit them in accordance with established guidelines.
15%	Research and review current employee separations to ensure all COBRA regulatory requirements are met, including verifying qualifying events, coverage timelines, and eligibility criteria. Notify employees of their COBRA rights in accordance with departmental policies and procedures, ensuring accurate and timely distribution of required notices. Investigate and resolve benefit-related discrepancies associated with the Dependent Re-Verification (DRV) process by identifying root causes, coordinating with personnel staff, and confirming corrective actions in relevant systems. When necessary, provide assistance to Personnel Specialists by keying transactions, posting leave balances, and offering foundational training to support accuracy, compliance, and workflow continuity.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Attend meetings, Forums and round-table discussions as appropriate. Additional responsibilities may include assisting during special events or assignments and complying with general State and DGS administrative reporting requirements. Participate in the annual Open Enrollment Task Force. Other duties as required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

-The successful candidate must reside in California upon appointment.
-Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
-Professional office environment working in standard office configuration with open cubicles.
-Fast-paced work environment with competing priorities and tight deadlines.

DESIRABLE QUALIFICATIONS

Expert knowledge with State Controllers database, PIMS, HIST, LAS, TAXI
Experience with CalPERS database, Circular letters, and Family Connect database
Expert knowledge of State Payroll, Health and Dental programs
Experience using Microsoft products, including Excel

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED