

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5393-796
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Recruitment Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Recruitment, Examination Section/Recruitment Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing recruitment services, a key part of the hiring process, to ensure the Department has a competent workforce.

The Analyst II independently performs the more responsible, varied, and complex technical, analytical, and consultative recruitment and workforce planning activities, including, but not limited to, representing CDPH's Human Resources Division (HRD) at meetings and events; identifying, developing, and recommending innovative strategies to create interest in hard-to-fill department-specific classifications; leading recruitment outreach and workforce planning initiatives; and working

collaboratively with CDPH programs to understand their workforce, succession planning, and recruitment needs. The incumbent independently analyzes recruitment and workforce data; develops recommendations to improve recruitment practices; and provides technical consultation to management regarding workforce planning strategies, recruitment trends, and opportunities to increase visibility and awareness of career opportunities at CDPH.

The incumbent works under the direction of the Supervisor I of the Recruitment Unit (RU) within the HRD.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% to various locations throughout California may be required to successfully complete assigned responsibilities.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Consults with CDPH program management on the more complex staffing and recruitment needs and provides recruitment services in this area. Independently reviews and analyzes CDPH programs' recruitment practices in comparison to current best practices to identify necessary changes and improvements and makes recommendations for such improvements to program management. Leads research, coordination, and participation in various job and career fairs, recruitment events, and meetings.
- 30% Works collaboratively with CDPH programs to identify department-specific classifications that are difficult to recruit for and utilizes online platforms to advertise and create interest in and awareness of these classifications. Develops and recommends innovative ways to advertise and fill department-wide staffing vacancies. Independently conducts research, compiles and analyzes data, and makes recommendations on various avenues to increase visibility and awareness of career opportunities at CDPH.
- 25% Responsible for documenting, tracking, and evaluating complex recruitment and retention data as it relates to the effectiveness of recruitment practices and workforce initiatives. Compiles, analyzes, and assesses workforce and succession planning data and supports various workforce and succession planning initiatives. Independently prepares and presents reports and recommendations to various levels of CDPH management regarding recruitment trends, workforce needs, and succession planning strategies.
- 10% Develops recruitment materials such as flyers and pamphlets for distribution at recruitment events. Independently conducts research to identify additional recruitment resources for candidates with education and experience related to CDPH department-specific classifications. Identifies networking opportunities with internal and external stakeholders and

establishes and maintains recruitment partnerships and contracts to support departmental recruitment.

Marginal Functions (including percentage of time)

- 5% Analyzes and implements workforce and succession planning strategies to address retention issues, knowledge transfer gaps, workforce trends, and other related issues. Performs other job-related duties as required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 10/26/26

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5157-796
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Recruitment Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Recruitment, Examination Section/Recruitment Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by providing recruitment services, a key part of the hiring process, to ensure the Department has a competent workforce.

The Analyst I performs analytical, consultative, and specialized evaluative recruitment and workforce planning activities, including, but not limited to, representing CDPH's Human Resources Division (HRD) at meetings and events; identifying alternate and innovative strategies to generate interest in hard-to-fill department-specific classifications; and collaborating with CDPH programs to understand their workforce, succession planning and recruitment needs, as well as identify and recommend opportunities to improve current recruitment practices and increase visibility and awareness of career

opportunities at CDPH.

The Analyst I classification is distinguished from the Analyst II classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the Analyst I advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Supervisor I, Chief of the Recruitment Unit (RU) within the HRD.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% to various locations throughout California may be required to successfully complete assigned responsibilities.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Consults with CDPH program management on staffing and recruitment needs and provides recruitment services in this area. Reviews and analyzes CDPH programs' recruitment practices in comparison to current best practices to identify necessary changes and improvements and makes recommendations for such improvements to program management. Researches, coordinates, and attends various job and career fairs, recruitment events, and meetings.
- 30% Works collaboratively with CDPH programs to identify department-specific classifications that are difficult to recruit for and utilizes online platforms to advertise and create interest in and awareness for these classifications. Assists with making recommendations on innovative ways to advertise and fill department-wide staffing vacancies. Conducts research, compiles data, and makes recommendations on various avenues to increase visibility and awareness of career opportunities at CDPH.
- 25% Responsible for documenting, tracking, and evaluating recruitment and retention data as it relates to the effectiveness of changes in recruitment practices. Compiles and assesses workforce and succession planning data and supports various workforce and succession planning initiatives. Assists with preparing and providing reports to communicate this data to various levels of CDPH management.
- 10% Develops recruitment materials, such as flyers and pamphlets, for distribution at recruitment events. Conducts research to identify additional recruitment resources for candidates with education and experience related to CDPH department-specific classifications. Identifies

networking opportunities with internal and external stakeholders and shares contact information with CDPH programs, as appropriate.

Marginal Functions (including percentage of time)

5% Analyzes and utilizes workforce and succession planning strategies to address retention issues, knowledge transfer gaps, workforce trends, and other related issues. Performs other job-related duties as required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 10/26/26