CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Analyst IV	Personnel Management Division/ Personnel Services Branch
Working Title	**HQ Designation**
Senior Program Consultant	CalHR Sacramento
Position Number	**Date Prepared**
363-670-5403-001	09/24/2026
Name	**Effective Date**
Click or tap here to enter text.	TBD

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Personnel Services Branch (PSB) Personnel Program Manager II (PPM II), the Analyst IV is responsible for providing expert level policy and consultation to state departments on the most complex employee salary and leave determinations, the administration of the State Restriction of Appointment (SROA) program, analysis and issuance of Pay Letters, and evaluation and administration of the Pay Scales. Functions also include pay letter development and research. This position will report to the PSB PPM II for general supervision and will be provided general direction and training from the PSB Personnel Program Advisor. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Represents the State, as an expert, providing expert level consultative services to CalHR staff, departmental personnel officers, other public employers, and employee organizations,

		regarding most complex personnel laws, regulations, policies and procedures. Provide expert level consultation to department inquiries regarding the administration of the most complex CalHR laws, rules, regulations and policies. Advise various statewide department human resources offices on the administration of leave programs (FMLA, CFRA, military leave, disability leave, etc.), salary determinations, salary exceptions, SROA/surplus, and administrative leave programs. Directs the development and publishing of statewide policies arising from collective bargaining negotiations, legislative changes, and statewide initiations impacting the various PSB areas of responsibilities. Coordinate with various stakeholders to see input regarding drafted policies. Works directly with executive leadership and control agencies to resolves complex matters that may influence future policy or practice.
30%	OV	Lead in research, write, develop and issue highly complex pay letters, ensuring accuracy and alignment with Memorandums of Understanding and regulatory requirements. Collaborate with the PMD Analyst, Labor Relations and the State Controller's Office (SCO) to implement pay letters and ensure timely updates to the Civil Service Pay Scales. Collaborate with SCO and other state departments in the review and analysis of data and documentation for compliance with state laws, rules, regulations, and policies and procedures. Provides expert guidance to resolve discrepancies. Represent CalHR, as an expert, at various statewide forums. Develop materials and present at policy forums to various statewide departmental HR staff regarding regulatory updates and the day-to-day application of these updates.
25%	OV	Serves as CalHR consultant to staff and external stakeholders as necessary to implement CalHR objectives and other projects assigned, including support of the California State Payroll System functions. Consult and collaborate with CalHR Labor Relations on the interpretation of Memorandums of Understanding in response to complex department inquiries. Works with CalHR's Legal Division staff, Legislative Office, and Office of Administrative Law to amend or develop CalHR laws and rules. Performs expert-level analysis on proposed legislation, prepare bill analysis, evaluate statewide impacts, and implement necessary changes to accommodate the legislative change.
Percentage	**(O) / (V)**	**Marginal Job Duties**
5%	OV	Work on special projects as required consistent with division needs. Performs other duties as required consistent with division needs. May act in a lead capacity in the absence of the Personnel Program Advisor.

Supervision Received
The Analyst IV reports directly to and receives assignments from the PSB PPM II and the PSB Personnel Program Advisor. However, on occasion, direct assignments may also come from the PMD Chief.

Supervision Exercised
None.

Special Requirements / Desirable Qualifications
Ability to maintain confidentiality, exercise discretion in discussing work with other departmental staff, and maintain a good working relationship with others. Ability to act independently and show initiative, sensitivity, and exceptional judgment when consulting with departments and interpreting policy. The ideal candidate will have thorough knowledge of personnel transactions principles, including related civil service laws, rules, policies, and processes; strong analytical, communication, and writing skills; familiarity with the layoff/SROA program, principles of salary determinations, various employee leaves, and requirements of the Dills Act; the ability and willingness to learn new skills and work as part of a team. The desired incumbent will also possess excellent interpersonal skills and a professional demeanor.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions
The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance
Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*****An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	**Supervisor Name**	**Date**