OPERATIONS
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
CLASSIFICATION AND PAY UNIT

DUTY STATEMENT

JOB TITLE: Analyst II **POSITION #:** 472-521-5393-XXX

EMPLOYEE:

POSITION DESCRIPTION: Under direction, the Analyst II serves as the Classification and Pay (C&P) Analyst performing the more varied complex technical personnel management work in the areas of classification and pay and recruitment. The Analyst II interprets and explains civil service law, rules, and procedures; provides guidance on recruitment and application review; performs research in specific areas of public personnel management; represents the Department of Developmental Services (Department) at meetings, conferences, and career fairs.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under direction of, Supervisor I, Classification and Pay.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Works collaboratively with hiring managers to analyze and complete Requests for Personnel Actions, justification for positions, duty statements, and current and proposed organization charts. Conducts analysis and formulates recommendations to properly classify positions consistent with the State's C&P plan using various tools, such as, desk audits, California Department of Human Resources (CalHR) classification specifications, pay scales, C&P manual, allocation guidelines, etc. Interprets and applies a wide variety of State personnel laws, rules and policies pertaining to application review, and transfer eligibility requirements to complete assignments and provide accurate advice. Independently develops and executes strategies for providing timely, accurate and complete work products.

30% Reviews duty statements for appropriateness and compliance with CalHR allocation guides and classification specifications as required for positions throughout the Department. Prepares and processes Classification and/or Certification Action Requests. Processes a variety of personnel documents and serves as personnel liaison to Department management and staff; provides accurate and timely advice and guidance on a variety of personnel problems (e.g., adverse actions, hires above minimum, training and development assignments, Red Circle Rates, etc.).

20% Prepares job bulletins for vacant positions and post to CalHR vacant position database (ECOS) and distribute internally. Responds to job opportunity bulletin questions received from applicants by e-mail, phone, mail and in person. Works collaboratively with Department managers and supervisors to ensure their workforce and succession planning activities are successful.

10% Gathers and reviews documentation, confers with Department managers and supervisors, and prepares written formal responses, ensuring conformity with CalHR and departmental policy and guidelines. Works with the Department's Labor Relations Section and responds in timely manner to merit issue complaints and employee grievances. Creates timely and accurate written responses to merit issue complaints and grievances.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an opened spaced, partitioned office environment. Occasional statewide travel to developmental centers and training locations, less than 10 percent, may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computers, copy and fax machines; technical aspects of personnel management, effective communication; good judgment when interacting with the public and professional staff; good computer skills. Principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; principles, practices, and trends of public administration, and organization and management.

Ability to: Demonstrate good judgment, work well under pressure, and perform multiple tasks with accuracy and precision. Maintain confidentiality and tact. Work independently and meet deadlines while managing multiple assignments. Interact positively with staff at all levels and demonstrate a willingness to take extra steps to promote quality service. Provide excellent customer service by reporting to work on time and being available to customers and staff, during normal work hours. Operate various office machines; follow directions, evaluate situations accurately and take effective action and complete assignments with accuracy, precision, and neatness. Perform research in various personnel fields; interpret and apply laws, rules, standards, and

procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; analyze data and present ideas and information effectively; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

OPERATIONS
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
CLASSIFICATION AND PAY UNIT

DUTY STATEMENT

JOB TITLE: Analyst I **POSITION #:** 472-521-5157-XXX

EMPLOYEE:

POSITION DESCRIPTION: Under supervision, the Analyst I serves as the Classification and Pay (C&P) Analyst performing analytical support in areas of classification and pay and recruitment. The Analyst I assist with interpretation and explanation of civil service law, rules, and procedures; provides guidance on the recruitment and application review; performs research in specific areas of public personnel management; assists the Department of Developmental Services (Department) at meetings, conferences, and career fairs.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports under supervision, of the Supervisor I, Classification and Pay Unit.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Assists hiring managers to complete Requests for Personnel Actions, justification for positions, duty statements, and current and proposed organization charts. Conducts analysis and provide recommendations to properly classify positions consistent with the State's C&P plan using various tools, such as, desk audits, California Department of Human Resources (CalHR) classification specifications, pay scales, C&P manual, allocation guidelines, etc. Assist with interpreting and applying a wide variety of State personnel laws, rules and policies pertaining to application review, and transfer eligibility requirements to complete assignments and provide accurate advice. Assists with developing and executing strategies for providing timely, accurate and complete work products.

30% Reviews duty statements for appropriateness and compliance with CalHR allocation guides and classification specifications as required for positions throughout the Department. Prepares and processes Classification and/or Certification Action Requests. Processes a variety of personnel documents and serves as personnel liaison to Department management and staff; provides accurate and timely advice and guidance on a variety of personnel problems (e.g., adverse actions, hires above minimum, training and development assignments, Red Circle Rates, etc.).

20% Prepares job bulletins for vacant positions and post to CalHR vacant position database (ECOS) and distribute internally. Responds to job opportunity bulletin questions received from applicants by e-mail, phone, mail and in person. Works collaboratively with Department managers and supervisors to ensure their workforce and succession planning activities are successful. Prepares job bulletins for vacant positions and post to CalHR vacant position database (ECOS) and distribute internally. Responds to job opportunity bulletin questions received from applicants by e-mail, phone, mail and in person. Works collaboratively with Department managers and supervisors to ensure their workforce and succession planning activities are successful.

10% Gathers and reviews documentation, confers with Department managers and supervisors, and prepares written formal responses, ensuring conformity with CalHR and departmental policy and guidelines. Works with the Department's Labor Relations Section and responds in timely manner to merit issue complaints and employee grievances. Creates timely and accurate written responses to merit issue complaints and grievances.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an opened spaced, partitioned office environment. Occasional statewide travel to developmental centers and training locations, less than 10 percent, may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computers, copy and fax machines; technical aspects of personnel management; effective communication; good judgment when interacting with the public and professional staff; good computer skills. Principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; principles, practices, and trends of public administration, and organization and management.

Ability to: Demonstrate good judgment, work well under pressure, and perform multiple tasks with accuracy and precision. Maintain confidentiality and tact. Work independently and meet deadlines while managing multiple assignments. Interact positively with staff at all levels and demonstrate a willingness to take extra steps to promote quality service. Provide excellent customer service by reporting to work on time and being

available to customers and staff, during normal work hours. Operate various office machines; follow directions, evaluate situations accurately and take effective action and complete assignments with accuracy, precision, and neatness. Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; analyze data and present ideas and information effectively; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.