Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	*Analyst II*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-653-5393-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Fraud Prevention & Detection Group	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Integrity and Accounting Division	Supervisor I
BRANCH:	REVISION DATE:
Unemployment Insurance	2/10/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Occasional travel may be required to attend meetings.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the direction of the Supervisor I, the Analyst II will lead the duties and assignments associated with the various programmatic functions in the Unemployment Insurance (UI) Fraud Prevention and Detection Group. Responsibilities include developing the process and procedures for tools used in detecting, deterring, and preventing fraud.

The analyst will work with the Investigations Division and other UI and Department partners, as well as vendor partners, to constantly evaluate and improve the EDD fraud prevention and detection processes. The analyst will facilitate various workgroups and project efforts; develop and/or update process and procedures; research and respond to management regarding issues or changes; prepare analysis on proposed legislation; review and process internal and external UI fraud-related correspondences; and testify as a witness or custodian of records for court hearings. The analyst will lead the full range of duties and responsibilities required for the position and be provided with necessary trainings to move into the full-journey level.

Civil Service Classification	Position Number
Analyst II	280-653-5393-xxx

Percentage of Duties	Essential Functions
35%	Leads the various programmatic functions related to the UI Program's fraud prevention and detection activities. Facilitates cross-functional Departmental workgroups to research problems and identify solutions, develops processes and procedures, and develops automated systems within the UI applications. Uses data analytics from various fraud prevention and detection tools to continuously audit and monitor the processes and identify efficiencies required to ensure the UI Program can proactively detect, deter, and prevent fraud schemes.
35%	Independently reviews and processes internal and external UI fraud-related correspondences in adherence to current Departmental and Divisional policies and procedures. Keeps UI leadership apprised of trends or issues identified and ensures appropriate actions are taken, consistent with UI regulations, to uphold the integrity of the UI Program. Provides data analysis related to fraud tools and processes for annual reports and assessments. Promotes awareness within the UI Branch of internal fraud processes and works with other UI Divisions to ensure fraud processes and procedures are utilized appropriately.
15%	Utilizes state and federal statutes and regulations, and Departmental policies and procedures to develop and provide thorough and well-structured recommendations to address issues or identify areas of enhancement related to the UI Program's fraud prevention and detection tools and activities. Creates and delivers presentations to the Fraud Prevention and Detection team, leadership, and key stakeholders. Trains/mentors employees on the less complex duties.
10%	Analyzes and coordinates the more complex legislative proposal that may pertain to or impact UI fraud processes. Collaborates with Investigations Division and other internal and external partners, including vendors, on fraud prevention and detection efforts. Collaborates with Investigations Division and Tax Branch on the fictitious employer fraud prevention workgroup and initiatives. Testifies as a witness or custodian of records for court hearings.

Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☐ Required to assist customers on the phone ☐ Required to assist customers in person

☒ Other: Interact with managers and employees via email, phone, and in person.

Civil Service Classification	Position Number
Analyst II	280-653-5393-xxx

5. SUPERVISION EXERCISED:
(List total per each classification of employees)

None, but may serve as lead.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	CPG Analyst Initials	Date Approved
	NW	2/10/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

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POSITION STATEMENT

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CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst I	*Analyst I*
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-653-5157-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
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Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Occasional travel may be required to attend meetings.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the supervision of the Supervisor I, the Analyst I performs the less complex duties and assignments associated with the various programmatic functions in the Unemployment Insurance (UI) Fraud Prevention and Detection Group. Responsibilities include developing the process and procedures for tools used in detecting, deterring, and preventing fraud.

The analyst will work with the Investigations Division and other UI and Department partners, as well as vendor partners, to constantly evaluate and improve the EDD fraud prevention and detection processes. The analyst will participate in various workgroups and project efforts; develop and/or update process and procedures; research and respond to management regarding issues or changes; prepare analysis on proposed legislation; review and process internal and external UI fraud-related correspondences; and testify as a witness or custodian of records for court hearings. The analyst will perform the full range of duties and responsibilities required for the position and be provided with necessary trainings.

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Percentage of Duties	Essential Functions
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35%	Reviews and processes internal and external UI fraud-related correspondences in adherence to current Departmental and Divisional policies and procedures. Keeps UI leadership apprised of trends or issues identified and ensures appropriate actions are taken, consistent with UI regulations, to uphold the integrity of the UI Program. Provides data analysis related to fraud tools and processes for annual reports and assessments. Promotes awareness within the UI Branch of internal fraud processes and works with other UI Divisions to ensure fraud processes and procedures are utilized appropriately.
15%	Utilizes state and federal statutes and regulations, and Departmental policies and procedures to develop and provide thorough and well-structured recommendations and presentations to the Fraud Prevention and Detection team, leadership, and key stakeholders.
10%	Analyzes and coordinates the legislative proposals that may pertain to or impact UI fraud processes. Collaborates with Investigations Division and other internal and external partners, including vendors, on fraud prevention and detection efforts. Collaborates with Investigations Division and Tax Branch on the fictitious employer fraud prevention workgroup and initiatives. Testifies as a witness or custodian of records for court hearings.

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