DEPARTMENT OF DEVELOPMENTAL SERVICES
OPERATIONS
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
EXAMS UNIT

DUTY STATEMENT

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

WORKING TITLE: Examination Analyst **EMPLOYEE**:

POSITION DESCRIPTION: Under direction of the Supervisor I, the Analyst II prepares and administers Headquarters and the Developmental Centers civil service examinations, job analyses and maintains the integrity of the delegated testing program administered by the California Department of Human Resources (CalHR). Duties are performed following civil service merit principles in accordance with established office procedures and policies, the California Code of Regulations, and State Personnel Board laws and rules. Incumbent routinely works with sensitive and confidential selection information and/or exam materials and is expected to maintain privacy and confidentiality of exams documents and selection topics at all times.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under direction of the Supervisor I, Human Resources Branch, Examinations Unit.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Conduct examinations from start to finish including: developing, reviewing, and editing examination documents including Exam Bulletins; gathering materials for examinations including questions for Qualification Appraisal Panel interviews; reviewing and editing exam materials; reviewing applications to ensure the minimum qualifications are met for eligibility for admittance to examinations; reviewing and scoring supplemental applications for Training & Experience exams; organizing and providing Subject Matter Expert orientation for interview panels and Exam Consultants; overseeing the automated examination system to verify that data is entered correctly; ordering notices and reports, correctly enter applications, reconciling error listings; and completing exams by entering information to produce accurate eligible lists via Examination and Certification Online System.

25% Review and analyze Consortium/Service-wide candidate applications verifying that the minimum qualifications per the classification specification are met prior to the finalization of the hiring process. Utilize a systematic approach to evaluate, and measure information pertaining to the work experience performed by individuals, and the education required to meet the minimum qualifications. Utilize and manage the CalHR's Examination and Certification Online System Examination and Certification Online System to create job recruitments and order certification lists, query other departmental lists, and candidate eligibility.

15% Assist with establishing the Exam Plan for the Department and analyzing the exam needs for specific classifications by conducting a survey of management. Act as Chairperson on qualification appraisal interview panels. Process withhold actions in accordance with State Personnel Board and CalHR laws and regulations and responses to appeals.

15% Explain complex selection laws, rules, regulations, processes, and procedures to supervisors, managers, and departmental/agency management. Serve as exam subject matter expert to the Developmental Center Exam Analysts, prepare communicative responses to selection related questions. Advise management on the status of examinations and participate in work groups or task forces to resolve issues and/or re-engineering processes. Create, coordinate and provide training to Headquarters employees, Developmental Center Exam Analysts, supervisors, and managers.

Marginal Job Functions:

10% Represent the department at job fairs to support outreach efforts. Assist other analysts as backup or relief, as needed. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Occasional statewide travel 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: Principles and practices of public personnel management; exam administration principle used in analyzing and describing positions; government code pertaining to civil service examinations and candidate selection; techniques of employee recruitment principles, practices, and trends; public administration.

Ability to: Demonstrate good judgment, work well under pressure, and perform multiple tasks with accuracy and precision. Research, interpret and apply laws, rules, practices and principles governing the State's personnel management practices. 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. 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; 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.