CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Analyst III	Administrative Services Division (ASD)
Working Title	**HQ Designation**
Executive Appointments Specialist	CalHR Sacramento
Position Number	**Date Prepared**
363-100-5402-900	10/16/2026
Name	**Effective Date**
Click or tap here to enter text.	Click or tap here to enter text.

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 Talent Acquisition Branch Chief (Supervisor II), the Analyst III serves as the Executive Appointments Specialist for the California Department of Human Resources (CalHR) and its client agencies. The incumbent performs the more responsible, varied, complex, and sensitive analytical and consultative work associated with Career Executive Assignment (CEA) and exempt positions, including recruitment, appointment, compensation, separation, and reinstatement matters. The incumbent researches and interprets applicable laws, regulations, policies, and procedures; evaluates complex personnel issues and alternatives; and develops recommendations to advise management and support compliant and timely personnel actions. The incumbent also performs analytical position control functions, including evaluating proposed position actions, reconciling position records, and resolving discrepancies. The incumbent evaluates business processes and recommends improvements to strengthen compliance, accuracy, efficiency, and customer service. In carrying out these responsibilities, the incumbent exercises independent judgment and discretion, safeguards confidential information, and provides accurate, timely, and responsive service consistent with CalHR's mission, vision, and values. Duties include, but are not limited to, the following:

Job Functions

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

Percentage	(O) / (V)	Essential Job Duties

40%	O/V	**Executive Appointments and Complex Personnel Consultation** Independently performs complex and sensitive analytical and consultative work related to Career Executive Assignment (CEA) and exempt positions for CalHR and client agencies. Advises executive leadership and management on position establishment, recruitment, examinations, appointments, compensation, changes in assignment, separations, and reinstatement rights. Researches and interprets applicable laws, regulations, policies, and procedures; evaluates alternatives and potential impacts; develops recommendations; and coordinates implementation of approved personnel actions. Analyzes proposals to establish or modify CEA concepts and exempt positions or levels. Evaluates organizational structures, proposed duties, and supporting documentation; prepares justification packages; and coordinates required reviews and approvals. Develops and administers CEA examinations, including preparing examination materials, facilitating examination panel meetings, and documenting examination activities and results. Provides consultation on assigned complex classification, selection, and appointment matters, including pay differentials, training and development assignments, exceptional allocations, out-of-class assignments, promotions in place, temporary authorization appointments, reorganizations, unlawful appointments, merit issue complaints, classification specification revisions, and matters requiring State Personnel Board (SPB) consideration. Evaluates relevant facts and requirements, identifies potential compliance concerns, and prepares analytical memoranda, proposals, reports, and recommendations for management and control agency review. Coordinates with appropriate subject matter experts and control agencies to resolve issues and implement approved actions. Provides technical guidance, training, and mentoring to staff on assigned program responsibilities.
30%	OV	**Position Control Analysis and Reporting** Coordinates position control activities for CalHR and client agencies. Reviews proposed position actions and supporting documentation for accuracy, completeness, and consistency with authorized positions and approved organizational changes. Prepares, tracks, and submits STD. 607 forms and responds to position control inquiries received through the Request Tracking System (RTS). Maintains and reconciles position records and organizational charts to reflect approved position establishments, changes, transfers, and abolishments. Researches discrepancies among position control records, personnel records, organizational charts, and fiscal information; identifies causes; and coordinates corrective action with appropriate HR and fiscal staff. Prepares monthly vacancy reports, including vacancy counts and rates, and analyzes changes and trends for management review. Prepares and analyzes Management Information Retrieval System

		(MIRS), CEA and exempt, and other position control reports. Coordinates the annual submission of organizational charts. Researches and responds to inquiries from CalHR, the Department of Finance, the Department of General Services fiscal services staff, and the State Controller's Office (SCO) regarding position control, payroll headers, budget drills, and the annual reconciliation of SCO Schedule 7A and Schedule 8. Coordinates resolution of position control discrepancies with the appropriate agencies and staff.
15%	OV	**Policy, Procedure, and Resource Development** Researches and analyzes new or revised laws, regulations, control agency guidance, and statewide policies affecting executive appointments, examinations, recruitment, classification and hiring, position control, and delegated personnel functions. Evaluates operational impacts and develops policy and procedural recommendations for the Talent Acquisition Branch Chief and Chief People Officer. Drafts and updates internal policies, human resources management letters, procedures, desk manuals, job guides, and customer resources for assigned programs. Coordinates stakeholder review and implements approved changes to support consistent and compliant practices. Evaluates business processes, identifies operational inefficiencies and compliance risks, and develops recommendations to improve accuracy, timeliness, and customer service. Conducts internal compliance reviews, documents findings, recommends corrective actions, and evaluates the effectiveness of implemented improvements.
10%	OV	**Delegation Compliance and Reporting** Coordinates the administration and monitoring of CalHR's and client agencies' applicable delegation agreements with CalHR's Personnel Management Division and Selection Division. Reviews agreement requirements, monitors reporting deadlines, and prepares required delegation reports and supporting documentation. Maintains and reconciles tracking records for CEAs, exceptional allocations, and unlawful appointments. Reviews reported actions for accuracy, completeness, and consistency with applicable delegation requirements; identifies discrepancies or potential noncompliance; and recommends corrective action to management. Coordinates responses to delegation-related audits and findings, gathers and evaluates supporting documentation, and monitors approved corrective actions through completion. Identifies recurring issues and recommends improvements to delegation monitoring, reporting processes, and staff training.

Percentage	(O) / (V)	Marginal Job Duties
5%	OV	**Marginal Functions** Performs other duties consistent with the Analyst III classification and assigned program responsibilities. Represents the Talent Acquisition Branch at designated HR meetings and forums, including classification and examination forums, and communicates relevant updates and recommended follow-up actions to staff and management. Participates in job-related training and professional development. Provides technical consultation and coordinates time-sensitive assignments within the position's scope during management absences, referring matters requiring supervisory or managerial approval to the designated manager.

Supervision Received

The Analyst III reports to and receives the majority of assignments from the Talent Acquisition Branch Chief (Supervisor II); however, instruction and assignments may also come from the Chief People Officer (Manager II) and Chief Operating Officer (CEA).

Supervision Exercised

The Analyst III does not supervise staff but may act as lead to other analysts in the Talent Acquisition Branch.

Special Requirements / Desirable Qualifications

- Demonstrated experience performing complex human resources analysis and consultation in executive appointments, classification and hiring, recruitment and selection, or position control. Experience supporting Career Executive Assignments (CEAs), exempt appointees, and executive leadership is particularly desirable.
- Knowledge of California civil service laws, rules, policies, and procedures, and the ability to interpret and apply them to complex and sensitive personnel matters.
- Ability to independently research issues, evaluate alternatives and potential impacts, and prepare complete, accurate, and actionable recommendations for management.
- Strong written and verbal communication skills, including experience preparing analytical memoranda, justification packages, reports, and guidance that clearly explain complex personnel requirements.
- Ability to establish effective working relationships, build credibility with executives and other stakeholders, and provide responsive, customer-focused consultation while communicating requirements and available options.
- Ability to manage competing priorities and changing deadlines while maintaining accuracy, attention to detail, and timely follow-through.
- Demonstrated sound judgment, discretion, integrity, and ability to safeguard sensitive personnel information.
- Experience evaluating processes, identifying compliance risks and operational inefficiencies, and developing and implementing improvements, procedures, or staff resources.

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**