DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number:	Classification Title: Analyst III	Position Number: 835-332-5402-940
Incumbent Name:	Working Title: Recruitment Analyst	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: AFITS/HRB	Section/Unit: Human Resources Section 1/Classification, Recruitment, and Selection Unit	Reporting Location: Sacramento, CA
Supervisor's Name: Paty Rodriguez	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Incumbent:
Classification: Analyst III
Position Number: 835-332-5402-940

Position Description:
Under the general direction of the Supervisor I, the Analyst III serves as the department's lead recruitment analyst, coordinating recruitment outreach, manages recruitment sites such as LinkedIn recruiter, attends career fairs, candidate engagement, and targeted sourcing activities. The incumbent conducts reference checks and OPF reviews, supports hiring and selection activities, and ensures compliance with civil service laws, rules, and policies.

The Analyst III also independently analyzes and responds to merit issue complaints related to qualifications, eligibility, certification, hiring, selection, appointments, and other merit system matters. The incumbent creates and implement recruitment policies, procedures, forms, and webpages. Additionally, the incumbent provides backup support for hiring operations, manages the Classification, Recruitment and Selection Units shared inbox, and serves as a resource to managers, applicants, and staff on recruitment and selection processes.

Travel is required for this position.

Essential Functions (including percentage of time):

30% Serve as the department's primary recruitment analyst by developing and implementing recruitment strategies to attract qualified candidates. Coordinate and participate in career fairs, college outreach events, and recruitment initiatives. Establish and maintain relationships with educational institutions, professional organizations, and community partners. Provide guidance to prospective applicants regarding state employment opportunities, application procedures, examinations, and hiring processes. Serve as the department's designated LinkedIn Recruiter, utilizing recruitment tools and targeted outreach strategies to identify and engage qualified candidates for difficult-to-fill and critical vacancies. Create and implement recruitment policies and procedures.
Duties listed above require in-person attendance and travel. The duties involve in person interaction with a variety of people, including the public, that involve varying noise levels.

25% Perform comprehensive pre-employment reviews, including Official Personnel File (OPF) reviews, reference checks, and candidate suitability assessments for selected applicants. Analyze hiring documentation for compliance with civil service laws, rules, regulations, and departmental policies. Prepare hiring recommendations and consult with management regarding candidate qualifications and selection decisions. Duties listed above require in-person attendance.

20% Independently review, analyze, and respond to merit issue complaints involving qualifications and eligibility determinations, certification issues, hiring and selection processes, appointments, and other merit-based employment matters. Conduct research, evaluate applicable laws, rules, regulations, and policies, prepare written responses, and coordinate with the State Personnel Board (SPB) and internal stakeholders to ensure timely and accurate resolution of complaints and inquiries.

15% Serve as a backup to hiring analysts by performing recruitment and selection activities during periods of increased workload, staff absences, or vacancies. Review hiring packages, provide technical consultation to management and staff, assist with complex recruitment actions, and ensure continuity of hiring operations and adherence to established timelines and procedures.

5% Monitor, prioritize, and respond to inquiries received through the Human Resources shared inbox. Research and provide information regarding recruitment, examinations, certifications, employment opportunities, and personnel-related processes. Ensure timely responses and appropriate routing of

inquiries to HR staff and management.

Marginal Functions (Including a percentage of the time):

5% Participate in special projects, process improvement initiatives, training activities, data collection and reporting, and perform other job-related duties as assigned.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

The job requires working in office and non-office in person settings with a variety of individuals and noise levels.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☒ Other (Explain below)
Travel up to 30% is required
Explanation:

Incumbent:
Classification: Analyst III
Position Number: 835-332-5402-940

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date