STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 10/2026)

☐ Current
☒ Proposed

Civil Service Classification:	Analyst III
Working Title:	Employee Relations Analyst
Division Branch Name:	Human Resources Branch
Incumbent:	Vacant
Position Number:	797-632-5402-XXX
Effective Date:	TBD
Conflict of Interest (COI):	Y
FLSA Status:	Non-Exempt
CBID:	R01
Tenure:	Permanent
Time Base:	Full-Time

DEPARTMENT STATEMENT:

You are a valued member of the department's team. All California Department of Aging (CDA) employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workforce workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

DESCRIPTION:

Under the general direction of the Classification and Employee Relations Supervisor, the Analyst III serves as the department's lead Employee Relations Consultant. The incumbent independently performs the more complex and sensitive analytical and consultative work necessary to administer the Performance Management Program for CDA. The incumbent analyzes performance, conduct, attendance, probationary, and disciplinary matters; interprets and applies laws, rules, regulations, collective bargaining provisions, statewide policy, and department procedures; develops options and recommendations for management consideration; analyzes and/or investigates non-EEO and non-Safety employee complaints and recommends appropriate performance management for respondents as needed; and coordinates complex actions with the Office of Legal Services (OLS) and other subject matter experts.

ESSENTIAL JOB FUNCTIONS:

35% Independently researches, analyzes, and advises supervisors, managers, and executives on complex and sensitive performance, conduct, attendance, behavioral, and misconduct matters for CDA. Interprets and applies applicable Government Code provisions, regulations, collective bargaining agreements, statewide policies, department procedures, and relevant principles and practices to the facts of each matter. Evaluates documentation, identifies procedural or evidentiary gaps, assesses risk, develops alternatives, and recommends appropriate preventive, corrective, or disciplinary processes for management consideration in consultation with the OLS. Provides early-intervention guidance, including expectations memoranda, counseling, documentation strategies, performance improvement plans, leave and attendance coordination, and other measures intended to correct concerns at the lowest appropriate level. Coordinates complex cases involving multiple stakeholders and overlapping issues; establishes work plans and timelines; monitors required actions; documents consultations. Facilitates difficult discussions and supports informal dispute-resolution efforts while maintaining neutrality, confidentiality, and appropriate role boundaries. Builds productive working relationships with internal and external partners and provides recommendations grounded in complete and objective analysis.

25% Analyzes case facts and supporting documentation and prepares clear, accurate, and legally sufficient draft corrective and disciplinary documents for management and OLS review.
Drafts or assists with notices of adverse action, rejection during probation, absence without leave, administrative time off, counseling memoranda, and related correspondence. Organizes exhibits and supporting evidence; prepares chronologies and issue summaries; and verifies that required notices, approvals, and procedural steps are addressed. Coordinates with management and the OLS to revise draft actions, resolve evidentiary or procedural concerns, and support timely service. Identifies and assists in securing appropriate Skelly and Coleman officers when required.

20% Administers and coordinates the department's probationary report and annual performance appraisal processes. Develops schedules and communications, maintains tracking and reporting tools, monitors completion, follows up on overdue documents, and elevates unresolved compliance concerns. Provides technical guidance to supervisors and managers regarding probationary periods, performance standards, evaluation methods, Individual Development Plans, and the preparation of timely, specific, and supportable probationary reports and annual appraisals. Reviews reports and appraisals for completeness, consistency, appropriate supporting documentation, and compliance with applicable requirements. Identifies concerns and recommends revisions or corrective steps while supporting fair and equitable employment practices. Conducts internal compliance reviews, analyzes completion data and recurring issues, prepares management reports, and recommends process or training improvements. Coordinates responses and corrective action plans related to State Personnel Board compliance reviews and maintains documentation demonstrating corrective action and sustained compliance.

10% Serve as the Department’s background check coordinator. Review and process requests for background checks and serve as the custodian of record.

5% Provide training and guidance on Performance Management related practices to new and lower-level analysts. Prepares job guides, resources, handouts, and procedures as necessary to assist with ongoing maintenance of the performance management program.

MARGINAL JOB FUNCTIONS:

5% Performs other duties consistent with the Analyst III classification and Department operational needs.

TRAVEL: Not required.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date	**Supervisor's Name and Title**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.

- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

_____

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: _____

Date Approved: _____

Revision Date (if applicable): _____