State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Regulatory Analyst

PROGRAM NAME	UNIT NAME
Office of the Director	Office of Legislative & Regulatory Affairs (OLRA)

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 135-5393-229

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the direction of the Supervisor I, the Analyst II performs the more complex and varied rulemaking duties for the Office of the Director, Legislative & Regulatory Affairs Unit (OLRA). The Analyst II is responsible for: monitoring, tracking, reviewing, and analyzing rulemaking packages across all DIR Divisions and Units; preparing reports and briefing management on the progress of rulemaking packages; providing analyses of proposed regulations; attending advisory committees, public hearings, and other meetings concerning rulemaking activities; working with staff within DIR and at other agencies to file rulemaking packages to ensure rulemaking packages are filed; and engaging other agencies as needed.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	Monitor Rulemaking Activity & Serve as Rulemaking Liaison: Track, monitor, and analyze departmentwide rulemaking activity by coordinating with division and program staff and maintaining accurate and current information in the Regulations Tracker and other tracking systems. Analyze rulemaking trends, workload, and timelines, and prepare reports to support management decision-making. Collaborate with attorneys, managers, subject matter experts, and other staff across DIR Divisions to evaluate the status of proposed regulations, assess regulatory and policy issues, and identify potential challenges. Communicate the key findings in written briefings. Provide written briefings and reports to the Supervisor I, Supervisor II, Deputy Director, and Director to summarize the status of rulemaking packages and activities in the divisions and programs. Advise the Supervisor I on the more complex issues arising from rulemaking activity at DIR and provide recommendations and solutions to address these issues. Serve a liaison between OLRA, division and program staff, LWDA, and others on proposed regulations. Coordinate with division and program staff to ensure the timely submission of rulemaking packages to the Office of Administrative Law (OAL). Attend public hearings, advisory committees, and other meetings coordinated by Divisions, programs, and stakeholders, and then provide summaries and evaluations of meetings to management. Analyze and coordinate the annual rulemaking calendar. Facilitate the department and agency-level review of

	rulemaking packages, serving as a liaison and resolving issues as they arise. Coordinate with the DIR Economist, Budget Office, Legal Unit, Director's Office, and Labor and Workforce Development Agency (LWDA) staff as needed.
30%	Rulemaking Analysis: Review, research, and analyze proposed regulations and rulemaking packages developed by division and program staff. Review draft regulatory text and other rulemaking documents. Prepare analyses and advise Department's management team on proposed rulemaking packages and the possible impacts. Research, analyze, and review the Government Code, Labor Code, California Code of Regulations, and other administrative rules and regulations. Evaluate potential economic and fiscal impacts from proposed rulemaking packages. Assist division and program staff with the development of rulemaking packages as needed. Assistance can include, but is not limited to, drafting rulemaking documents, conducting research, reviewing and revising documents, analyzing public comments, and preparing accessible forms. Provide guidance to division staff on the Administrative Procedures Act (APA) and the rulemaking process. Analyze newly enacted legislation for the need for new regulations. Evaluate statutory and regulatory changes and draft written action plans to implement the changes. Identify key policy issues raised by rulemaking packages and develop briefing documents for management on the policy issues.
15%	Establish Rulemaking Processes and Procedures and Develop Resources for Staff: Evaluate, develop, and update written rulemaking processes, procedures, and guidance materials. Ensure consistency and compliance with applicable laws and regulatory requirements, including the Government Code, Labor Code, California Code of Regulations, and directives from the Office of Administrative Law (OAL). Establish and implement protocols for the efficient use of share folders, document naming conventions, and procedures. Review, develop, and maintain protocols for department and agency review of rulemaking packages. Facilitate team meetings, including OLRA team meetings and Regulation Team meetings. Develop and revise resources and training materials for Divisions and program staff engaged in rulemaking. Assess the department's rulemaking webpages and mailing lists to ensure public access to rulemaking material. Collaborate with DIR's Office of Information Services staff and others as needed to create and test solutions.
15%	External Engagement: Engage with a variety of public agencies and entities, including, but not limited to, the Office of Administrative Law (OAL), the Labor & Workforce Development Agency (LWDA), the Department of Finance (DOF), and the State Legislature. Correspond with OAL on the status of rulemaking packages and underground regulations petitions. Research, review and analyze applicable statutes, including Government and Labor Code sections, to evaluate inquiries from OAL. Coordinate with division and program staff to gather relevant information, assess issues, and develop timely responses to the more complex inquiries. Prepare detailed written responses to OAL to address the inquiries. Communicate with LWDA on the status of rulemaking packages. Research, analyze, and answer questions received from LWDA on rulemaking packages. Participate in meetings with external agencies and stakeholders as needed.

Percentage of Time Spent	Marginal Job Functions
5%	Perform job-related duties as assigned relating to a variety of complex initiatives, requiring analytical and consultative services, and attending trainings as required.

Conduct, Attendance, and Performance Expectations

This position requires the Analyst II to maintain acceptable, consistent, and regular attendance at such level as is determined by business needs; communicate effectively in dealing with the public and other employees; develop and maintain knowledge and skill related to methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours the Department determines are necessary to meet its business needs. The Analyst II may travel to various DIR locations throughout the State of California. The Analyst II may also travel to attend advisory committee meetings, public meetings on rulemaking, and meetings with other state agencies or stakeholders.

Supervision Received

The Analyst II is supervised by the Supervisor I and will also receive direction from the Supervisor II and Deputy Director of Legislative & Regulatory Affairs.

Supervision Exercised

Not Applicable.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent will work in a cubicle/office with natural and artificial lighting in an air-conditioned office building with elevator access. Incumbent will telework in accordance with DIR and state policy.

Special Requirements/Other Information

N/A

Physical Abilities

The position requires the ability to be in a prolonged stationary position and to work at a computer for extended periods of time and to move and transport office items in a safe manner.

Additional Requirements/Expectations

The Analyst II must handle sensitive and confidential materials and matters in a professional manner. The Analyst II must maintain familiarity with the following: DIR organizational structure; decision-making authority and processes of all DIR divisions, boards, commissions, and units; and LWDA's organizational structure, decision-making authority, and processes. The Analyst II must also maintain a familiarity with a broad range of complex topics, including: apprenticeship, wage and hour laws, workers' compensation, occupational safety and health, and prevailing wages. The Analyst II must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels, both within and outside of DIR, to complete work assignments. The Analyst II must demonstrate the ability to use the internet, email, desktop applications, and presentation software to

complete assignment.

Personal Contacts

The Analyst II has daily contact with other staff within the OLRA and frequent contact with staff in other DIR Divisions and Units. The incumbent also has contact with the Labor & Workforce Development Agency (LWDA), the Department of Finance (DOF), other state agencies, legislative offices, and external stakeholders.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

IS	11/4/2026
C&S Analyst Initials	Approval Date