STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31060	Office of Human Resources	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Classification & Pay	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	306-271-5393-XXX	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday-Friday / 8:00 a.m. - 5:00 p.m.	Permanent	
WORKING TITLE	TIMEBASE	
Classification and Pay Analyst	Full-time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Supervisor I within the Classification and Pay Unit, the Analyst II is responsible for providing technical expertise, training, guidance, assistance, and support to the assigned Department of General Services (DGS) programs. The Analyst II is responsible to perform complex analytical and technical classification, hiring and certification assignments using a high degree of independent judgement in resolving difficult problems, making decisions in performing a wide variety of duties, and prioritizing workload in order to meet crucial deadlines. The incumbent will independently provide consultation and assistance to DGS programs in the interpretation and application of state civil service laws, rules, regulations, and related departmental policies and procedures pertaining to the classification, hiring and selection process. The incumbent will provide a high level of excellent customer service and initiate or recommend changes that promote innovative solutions to meet departmental and customer needs.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Provides consultation to DGS programs on various hiring methods to meet specific needs: list appointments, Training and Development assignments, lateral transfers, reclassifying positions, downgrading positions for upward mobility, the use of temporary appointment (TAU) classes (Special Consultants, student assistants and Casual employment assignments) as well as various other methods of appointments. Performs minimum qualifications (MQs) determinations by

PERCENTAGE	DESCRIPTION
	analyzing candidate's experience and education from state applications, resumes, and other supporting documentation. Communicates with applicants to request and obtain additional information. Validates supporting documentation utilizing SPB class specifications and other tools and guidelines, to determine if applicants meet MQs for a classification, in compliance with SPB rules and regulations and CalHR policies and procedures. Researches and interprets California civil service law, rules, policies, and procedures to provide consultation and guidance to management on hiring issues, including recruitment strategies, process improvement, organizational changes, and staffing alternatives. Researches and recommends hiring process improvements and/or modifications. Maintains and enhances knowledge of current human resources laws, rules, policies, procedures, programs, and practices.
30%	Reviews Request for Personnel Action (via automated RPA systems such as SNOW/ServiceNow and/or ABMS), duty statements and organization charts to ensure requests meet departmental and control agency guidelines. Researches and analyzes supporting documentation, prepares written analysis, and submits approval or denial recommendations to management, in order to fill, reclassify, transfer, and/or establish positions. Ensures appropriate allocation of positions within the organizational structure based on class specifications and allocation guidelines. Reviews requests such as Training and Development Assignment, out-of-class assignments, merit issue complaints, mandatory employee placement, compensation request packages, promotions in place, exceptional allocations, post and bids (including preparing requests for preliminary seniority lists), and other hiring and recruitment assignments, etc. to determine whether requests meet departmental and control agency guidelines. Determines and approves candidates' eligibility for appointment based on their ranking on the cert list, transfer or reinstatement rules, or other means of appointment in accordance with the CalHR and SPB rules and regulations. Analyzes and conducts transfer eligibility reviews to ensure candidates meet the criteria for appointment. Reviews and determines applicable pay differential for eligible classifications.
20%	Creates, edits and posts job advertisements on CalCareer. Manages Job Controls in the California Department of Human Resources (CalHR) Examination and Certification Online System (ECOS). Orders certification lists for assigned recruitments. Prints certification lists of eligible candidates, contact letter listing, and sends contact letters (STD. 628, Employment Inquiry) as appropriate. Tracks certification lists and applications. Informs hiring managers of application status, hiring restrictions such as SROA/surplus, and upcoming certification list expiration dates to ensure timelines of hiring commitments. Sorts and codes employment inquiry responses, clears certification lists, and updates information in ECOS. Verifies information in automated RPA tracking system and ensures the recruitment files are received, accurate, and complete.
15%	Reviews comparable classifications to determine the appropriate class to perform the proposed duties or tasks, or which contain the appropriate knowledge or abilities. Reviews allocations of organizational structures to determine appropriate hierarchal relationships and identify special and misallocations. Assists DGS programs in preparing duty statements and organizational charts. Collaborates with various DGS HR sections and office partners on personnel management issues and assists in desk audits for positions, which may result in suggestions for the restructuring of duties and/or reporting relationships. Assists with developing and maintaining Job Guides (desk procedures), the Personnel Operations Manual, Hiring Tool Kit, and Hiring Handbook.

☐ Current
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MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

Professional office environment, may be required to sit/stand and perform duties utilizing a computer for long periods of time.
Fast-paced work environment with competing priorities and tight deadlines.

DESIRABLE QUALIFICATIONS

Experience in classification and pay.
Experience analyzing, interpreting, and applying personnel laws, policies, and processes.
Demonstrated experience working cooperatively with control agencies to meet organizational needs.
Ability to effectively resolve complex operational issues.
Experience developing and implementing human resources policies and practices across multiple locations.
Experience handling multiple courses of action simultaneously.
Experience working with stakeholders to resolve sensitive personnel issues.
Ability to express ideas, facts, and information orally and in written form in a clear, organized matter.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED

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Classification and Pay Analyst	Full-time	
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CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

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POSITION CONCEPT

Under supervision of the Supervisor I within the Classification and Pay Unit, the Analyst I is responsible for providing technical expertise, training, guidance, assistance, and support to the assigned Department of General Services (DGS) programs. The Analyst I, under supervision and in a learning and training capacity, will perform varied analytical work, will learn the applicable laws and rules of personnel management and apply the information to a variety of human resources assignments in order to meet deadlines. With guidance, the incumbent will provide consultation and assistance to DGS programs in the interpretation and application of state civil service laws, rules, regulations, and related departmental policies and procedures pertaining to the classification, hiring and selection process. The incumbent will provide a high level of excellent customer service and initiate or recommend changes that promote innovative solutions to meet departmental and customer needs.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
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Telework
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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
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PERCENTAGE	DESCRIPTION
	supporting documentation. Communicates with applicants to request and obtain additional information. Validates supporting documentation utilizing SPB class specifications and other tools and guidelines, to determine if applicants meet MQs for a classification, in compliance with SPB rules and regulations and CalHR policies and procedures. Researches and interprets California civil service law, rules, policies, and procedures to provide consultation and guidance to management on hiring issues, including recruitment strategies, process improvement, organizational changes, and staffing alternatives. Researches and recommends hiring process improvements and/or modifications. Maintains and enhances knowledge of current human resources laws, rules, policies, procedures, programs, and practices.
30%	Reviews Request for Personnel Action (via automated RPA systems such as SNOW/ServiceNow and/or ABMS), duty statements and organization charts to ensure requests meet departmental and control agency guidelines. Researches and analyzes supporting documentation, prepares written analysis, and submits approval or denial recommendations to management, in order to fill, reclassify, transfer, and/or establish positions. Ensures appropriate allocation of positions within the organizational structure based on class specifications and allocation guidelines. Reviews requests such as Training and Development Assignment, out-of-class assignments, merit issue complaints, mandatory employee placement, compensation request packages, promotions in place, exceptional allocations, post and bids (including preparing requests for preliminary seniority lists), and other hiring and recruitment assignments, etc. to determine whether requests meet departmental and control agency guidelines. Determines and approves candidates' eligibility for appointment based on their ranking on the cert list, transfer or reinstatement rules, or other means of appointment in accordance with the CalHR and SPB rules and regulations. Analyzes and conducts transfer eligibility reviews to ensure candidates meet the criteria for appointment. Reviews and determines applicable pay differential for eligible classifications.
20%	Creates, edits and posts job advertisements on CalCareer. Manages Job Controls in the California Department of Human Resources (CalHR) Examination and Certification Online System (ECOS). Orders certification lists for assigned recruitments. Prints certification lists of eligible candidates, contact letter listing, and sends contact letters (STD. 628, Employment Inquiry) as appropriate. Tracks certification lists and applications. Informs hiring managers of application status, hiring restrictions such as SROA/surplus, and upcoming certification list expiration dates to ensure timelines of hiring commitments. Sorts and codes employment inquiry responses, clears certification lists, and updates information in ECOS. Verifies information in automated RPA tracking system and ensures the recruitment files are received, accurate, and complete.
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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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DESIRABLE QUALIFICATIONS

Experience in classification and pay.
Experience analyzing, interpreting, and applying personnel laws, policies, and processes.
Demonstrated experience working cooperatively with control agencies to meet organizational needs.
Ability to effectively resolve complex operational issues.
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PERCENTAGE	DESCRIPTION
	Guides (desk procedures), the Personnel Operations Manual, Hiring Tool Kit, and Hiring Handbook.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides hiring and other personnel-related training to DGS programs and Client Agenices. Reviews existing job specifications to determine if revisions are needed in the areas of typical tasks or minimum qualifications. Works with program management to identify the need to develop new classification or class series; prepares justifications and prepare action requests to control agencies. Assists managers and employees in layoff situations: develops alternatives to avoid layoff where possible; Prepares policies or procedures or reviews for employee impact. May serve as a backup to other C&P analysts within the unit.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

Professional office environment, may be required to sit/stand and perform duties utilizing a computer for long periods of time.

Fast-paced work environment with competing priorities and tight deadlines.

DESIRABLE QUALIFICATIONS

Experience in classification and pay.
Experience analyzing, interpreting, and applying personnel laws, policies, and processes. Demonstrated experience working cooperatively with control agencies to meet organizational needs. Ability to effectively resolve complex operational issues.
Experience developing and implementing human resources policies and practices across multiple locations.
Experience handling multiple courses of action simultaneously.
Experience working with stakeholders to resolve sensitive personnel issues.
Ability to express ideas, facts, and information orally and in written form in a clear, organized matter.

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED