DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
PERSONNEL SERVICES

DUTY STATEMENT

JOB TITLE: Analyst III **POSITION #:** 472-521-5402-XXX

WORKING TITLE: Administrative Analyst **EMPLOYEE**:

POSITION DESCRIPTION: Under the general direction of the Personnel Officer, the Analyst III performs advanced journey-level analytical, consultative, and administrative planning work as a subject matter expert involving complex and sensitive merit system and appointment issues, compensation packages, and other special projects. The position independently evaluates complex issues, interprets and applies applicable laws, regulations, policies, and personnel requirements, conducts research and fact-finding, and develops well-supported findings, determinations, and recommendations for management consideration. Assignments require independent judgment, comprehensive analysis, attention to detail, discretion, and the ability to manage sensitive matters and competing priorities.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and works under the general direction of, the Personnel Officer.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Independently manages assigned State Personnel Board (SPB) matters and Merit Issue Complaints (MICs) involving examinations, qualifications and eligibility, certification, hiring and selection, appointments, and other merit system issues. Develops case-specific review plans by identifying allegations, issues, applicable authorities, evidence, witnesses, and required deadlines. Conduct interviews and fact-finding to establish the circumstances relevant to each matter. Develops case timelines and evaluates documentary and testimonial information, including conflicting or incomplete information. Prepares interview summaries, factual findings, and draft response packages for SPB Appeals and Compliance Review divisions, including supporting documentation, recommended corrective actions, and applicable appeal-rights language, for management and Legal Affairs review.

Coordinates with state-operated facility (SOF) management, Human Resources Branch (HRB) staff, Legal Affairs, SPB, California Department of Human Resources (CalHR) and other involved parties as necessary to obtain information and complete the administrative record. Maintains confidential SPB and MIC case files and tracks assigned matters through established response deadlines.

25% Reviews potential unlawful appointments and develops supporting analyses and determination packages. Evaluates classification and allocation, qualifications and eligibility, examination and eligible list requirements, certification and reachability, appointment authority, tenure, time base, location, hiring and selection documentation, and good faith considerations. Research and applies applicable Government Code, Title 2 regulations, SPB and CalHR requirements, and Department policies to individual appointment circumstances. Develops appointment determinations, corrective options, notices, correspondence, and supporting documentation. Reviews employee responses and additional documentation to resolve issues relevant to the appointment determination and prepares findings for management and Legal Affairs review. Analyzes pay differential matters by determining eligibility under applicable compensation provisions, reviewing qualifying circumstances and supporting records and reconciling personnel and compensation information. Identifies discrepancies affecting eligibility or payment and prepares documented analyses, findings, and recommendations for HRB management consideration.

20% Plan and complete a broad range of assigned personnel special projects as a subject matter expert in complex and sensitive merit system and appointment issues, recruitment, compensation packages, and other personnel areas. Evaluates staffing needs and recruitment circumstances requiring expedited action in response to an urgent request. Determines the procedural requirements applicable to individual recruitment and identifies the steps and documentation necessary to support timely completion. Conducts recruitment activities, reviews candidate and staffing information, and works with hiring programs and HRB staff to facilitate recruitment actions within established timeframes. Research merit system requirements applicable to unusual or accelerated recruitment circumstances and provides guidance on appropriate recruitment processes and documentation. Collects, validates, and organizes personnel, recruitment, examination, eligibility, certification, appointment, and compensation information to support assigned analytical work. Identifies information gaps and process issues, analyzes their potential effect on recruitment or staffing activities, and develops process or procedural recommendations as appropriate.

15% Provides consultation, training, and technical assistance to managers, supervisors, and staff regarding established merit system practices, personnel procedures, and administrative requirements. Explains applicable requirements and assists managers and supervisors in understanding procedural options and appropriate next steps. Conducts administrative inquiries and compliance activities within assigned areas and identifies recurring operational issues, trends, and opportunities for process

improvement. Prepares management briefings, correspondence, reports, and other materials to communicate information and support administrative decision-making. Maintains organized documentation of assigned activities and outcomes, monitors required follow-up and corrective actions, and coordinates implementation with appropriate SOF management staff, HRB staff. Legal Affairs, CalHR, SPB, and program staff. Manages assigned workload and priorities and adjusted work plans as necessary to meet changing operational needs.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open spaced, partitioned office environment. Occasional statewide travel to SOFs and training locations, less than 10 percent, may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles and practices of the State civil service merit system and public personnel administration; applicable Government Code and Title 2 provisions governing state employment; principles of merit-based personnel administration; organizational structure and functions of state government; personnel and human resources practices; principles and methods of administrative review, research, and analysis; methods for gathering, organizing, validating, and evaluating information from multiple sources; principles of evidence evaluation and fact-finding; principles of policy interpretation and application; analytical methods for identifying issues, assessing alternatives, and developing well-supported conclusions; principles and practices of effective communication; methods for analyzing and presenting qualitative and quantitative information; principles of project and workload management; and practices for maintaining confidentiality and handling sensitive personnel information.

Ability to: Analyze complex and sensitive information, identify relevant issues, distinguish material facts from incomplete or conflicting information, and reach well supported conclusions; interpret and apply laws, regulations, policies, and established personnel requirements to specific circumstances; conduct thorough and objective research and administrative reviews; evaluate documentary and testimonial information and determine its relevance and reliability; organize and synthesize information from multiple sources into clear and logical analyses; exercise independent judgment while recognizing when consultation or escalation is appropriate; develop and evaluate alternatives and provide well supported recommendations; manage multiple assignments, priorities, and deadlines while maintaining accuracy and attention to detail; communicate complex or technical information clearly to individuals with varying levels of subject matter knowledge; prepare concise, accurate, and well organized

written materials for management and other community members; handle sensitive and potentially controversial matters with tact, discretion, and professionalism; identify trends, risks, and opportunities for process improvement; adapt to changing priorities and unusual circumstances; establish and maintain effective working relationships with individuals at various organizational levels; and maintain confidentiality and professional integrity in the performance of assigned responsibilities.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.