DUTY STATEMENT

Employee Name:	Position Number: 580-015-5393-901
Classification: Analyst II (Retired Annuitant)	Tenure/Time Base: Temporary / Intermittent
Working Title: Civil Rights Analyst (Retired Annuitant)	Work Location: 1415 L Street, Suite 630, Sacramento CA
Collective Bargaining Unit:	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Compliance	Branch/Section/Unit: Equal Opportunity and Operations Branch / Operational Services Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing a safe, respectful, and inclusive work environment free from all forms of discrimination and harassment. The Equal Opportunity and Operations Branch processes and investigates discrimination and workplace violence complaints.

Under the direction of the Operational Services Section Chief, Supervisor II, the Retired Annuitant Analyst II performs complex analytical and investigative assignments in support of CDPH's Equal Employment Opportunity (EEO) and Workplace Violence Prevention (WVP) programs. The incumbent assists with managing complaint-related workload by conducting investigations, preparing position statements and responses to external control agencies, analyzing program processes, and

supporting compliance and process improvement activities. The incumbent provides analytical support related to the administration, evaluation, and effectiveness of EEO and WVP program operations.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Independently develops, reviews, and edits CDPH position statement reports, which may address harassment, discrimination, denial of reasonable accommodation, acts of violence related to a protected group, etc., in response to allegations filed against the department with external control agencies, such as the State Personnel Board (SPB), Civil Rights Department (CRD), and Equal Employment Opportunity Commission (EEOC). Conducts investigations by reviewing Official Personnel Files, hiring packages, emails, timesheets, and governmental policies. Independently develops unique detailed questionnaires for individuals to address allegations or violations against the department. Analyzes pertinent information discovered through research, provides a recommendation, and lays out the actions taken by the department to respond to CRD, EEOC and SPB. Log, track, and investigate external complaints within statutory timelines. Communicate both verbally and in writing with all parties involved in the complaint. Review and analyze all statements, documents, and other information obtained in the investigation. Prepare investigative reports and letters of determination for review by and collaboration with management and present findings.

40% Provides analytical support for increased Civil Rights Department (CRD) and Equal Employment Opportunity Commission (EEOC) external complaint and investigation workload. Assists with external investigations and required responses, reviews and analyzes existing complaint and investigation processes, and develops or updates standard operating procedures (SOPs) to improve efficiency and compliance. Evaluates workflow challenges contributing to investigation backlogs, recommends process improvements, and supports implementation of approved changes. Keeps branch staff and management apprised of procedural updates, process improvements, and applicable requirements related to external complaint and investigation activities.

15% Maintains and utilizes internal and external databases to track and report on complaints, investigations, position statements, and other assigned workloads. Ensures supporting records and documentation are accurately maintained in accordance with applicable record retention requirements. Coordinates information, reporting, and documentation activities related to assigned case management, process improvement, and workload reduction efforts. Provides support for temporary projects and other assignment-specific deliverables necessary to meet the operational needs of the Civil Rights Unit and Office of Compliance.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: Skip Thomas
Date: Nov 16, 2026