DEPARTMENT OF DEVELOPMENTAL SERVICES
OPERATIONS
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
OUTREACH

DUTY STATEMENT

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

WORKING TITLE: Statewide Recruiter **EMPLOYEE**:

POSITION DESCRIPTION: The Analyst III is responsible for facilitating seamless personnel services among Department of Developmental Services (Department) programs through external outreach activities. The incumbent serves as the Department's primary subject matter expert for the Porterville / Tulare County regions, and Southern California, on planning and attending targeted career fairs across the state; developing region-specific outreach activities; strengthening collaborative relationships with local education partners and career centers; and managing external outreach platforms. The incumbent independently performs complex analytical work to monitor vacancy rates, evaluate outreach tools, track workforce trends, and recommend strategic solutions to expand candidate pools for difficult-to-recruit classifications. Utilizes local expertise to maintain the Department's visibility on external digital platforms and support the recruitment of qualified applicants. The position serves as the primary point of contact and subject matter expert for recruitment related questions and career fairs for the Porterville Developmental Center and Canyon Springs Community State Facility.

SUPERVISION EXERCISED: No supervision exercised.

SUPERVISION RECEIVED: Reports to, and under general direction of, the Outreach Manager (Supervisor I).

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Independently leads, plans, organizes, and executes recruitment and outreach activities in Tulare, Orange, and Riverside Counties, serving as the Department's primary subject matter expert for the Porterville Developmental Center, and Canyon Springs Community State Facility. Serves as a liaison between Department and external recruitment representatives. Establishes and strengthens partnerships with colleges, workforce agencies, employment services, and local government organizations to coordinate and attend career fairs, presentations, and community events across the state. Represents the Department at outreach events and provides

potential candidates with accurate employment information including salaries, benefits, working conditions, minimum qualifications, interview processes, clearances, and state employment procedures. Communicates the Department's mission and its role in supporting individuals and communities throughout the state. Orders and maintains outreach materials.

35% Uses regional knowledge of the Porterville Developmental Center, and Canyon Springs Community State Facility operations, workforce challenges, and community to develop and implement region-specific recruitment strategies for hard-to-fill classifications using tools such as social media, job boards, and external recruitment platforms (e.g., Indeed, LinkedIn). Develops, refines, and consults on recruitment materials and outreach campaigns tailored to local audiences. Collaborate with regional outreach staff to establish and maintain continuity of operations statewide. Review and confirm all materials effectively promote classifications, reflect Department branding standards, and all content is accurate and up to date.

25% Monitors and reviews Department intranet, webpages, CalCareers listings, social media platforms, and external recruitment sites for content accuracy, consistency, and visibility. Coordinates with IT or program areas when updates or system changes are required. Contact qualified applicants through external recruitment platforms regarding Department employment opportunities. Reviews applicant information on applicant tracking systems and external recruitment sites. Reviews and analyzes internally collected data as well as workforce trends to prepare reports and recommendations for management, identifying gaps, trends, and opportunities for strengthening outreach strategies.

Marginal Job Functions:

5% Researches, recommends, and implements alternative recruitment strategies to strengthen applicant pools for hard-to-fill classifications. Facilitate system changes by coordinating input and involvement with IT and/or necessary programs. Provides coverage with routine functions including minimum qualification determinations, preparation of job bulletins to the California Department of Human Resources vacant position database, and providing additional support to the Headquarters Outreach team. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment with extensive overnight travel required across California, primarily between Sacramento, Tulare, Riverside, and Orange counties. 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: Personal computers, copy machines; technical aspects of personnel management; effective communication, good judgement when interacting with the public and professional staff; good computer skills; Canva; Excel; data analysis. Principles and practices of public personnel management; classification and pay principles used in analyzing and describing positions; current recruitment and outreach trends; California state employment trends.

Ability to: Demonstrate good judgment, maintain confidentiality and tact. Work independently and meet deadlines while managing multiple assignments. Lead candidates through the state application process. Interact positively with staff at all levels and demonstrate a willingness to take extra steps to promote quality service. Provide excellent customer service by reporting to work on time and being available to customers and staff during normal work hours. Follow directions and take effective action to complete assignments with accuracy, precision, and neatness. Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; analyze data and present ideas and information effectively.

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.