STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☐ Current
☒ Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Analyst II	Senior Exams and Recruitment Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
	314-102-5393-001
CBID/WWG/PROBATION:	UNIT NAME:
R01/ 2/ 12 Months	Human Resources
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Manager I
SCHEDULE / SHIFT:	REVISION DATE:
Monday – Friday / 8:00 AM – 4:30 PM	11/16/2026

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ State Issued Uniform
☐ Requires DMV Pull Notice
☒ Medical Examination/Testing
☐ EPA Section 608 Technician Certification
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) ***Click to enter text***

Incumbent has access to confidential and sensitive information, which will require discretion and the ability to use good judgement in communications with others. See classification specifications for additional requirements.

3. DUTIES AND RESPONSIBILITIES OF POSITION

General Statement:

(Briefly describe the position's organizational setting and major functions)

Under the general direction of the Manager I Human Resources Director, the Analyst II serves as the Exams and Recruitment Analyst for the California Science Center (CSC), Office of Exposition Park Management (OEPM), and California African American Museum (CAAM), including applicable public safety classifications.

The incumbent independently performs varied and complex analytical assignments associated with the administration of civil service examinations, recruitment, and selection programs. Responsibilities include planning and conducting job analyses, developing and validating examination instruments, evaluating applicant qualifications and eligibility, analyzing recruitment challenges, and recommending appropriate examination and selection strategies.

The incumbent provides consultation and technical guidance to departmental management regarding civil service laws, rules, regulations, and personnel selection requirements; evaluates recruitment and examination processes; and develops recommendations to promote legally defensible, equitable, efficient, and effective hiring practices.

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Percentage of Duties	Essential Functions
40%	**Recruitment and Selection-** Serves as the Examination and Certification Online System (ECOS) Administrator. Manages recruitment activities, including preparing Personnel Action Request Forms (PARFs), developing job advertisements, posting vacancies, and reviewing recruitment packages. Consults with class and pay analyst to assess staffing needs, evaluate recruitment challenges, and recommend strategies. Reviews interview questions and selection criteria for job-relatedness and compliance. Coordinates interviews, reference checks, Official Personnel File (OPF) reviews, medical examinations, and Live Scan appointments. Reviews appointment documentation and prepares recruitment recommendations for management approval.
35%	**Minimum Qualifications and Eligibility Determinations-** Analyzes applicant education, training, and experience to determine compliance with Minimum Qualifications (MQs) and appointment eligibility requirements. Interprets classification specifications, verifies examination eligibility and certification list reachability, and resolves complex qualification issues. Administers temporary withhold actions through ECOS and prepares permanent withhold recommendations for supervisory review. Develops MQ interpretation guides (511B) to ensure consistent application of qualification standards. Evaluates eligibility requirements associated with peace officer hiring and advises management on appointment requirements.
10%	**Examination Development and Administration-** Plans, develops, and administers civil service examinations. Conducts job analyses, facilitates Subject Matter Expert (SME) meetings, and develops examination instruments, including Training and Experience (T&E), written, performance, and supplemental application examinations. Establishes scoring criteria and passing scores based on job analysis findings. Evaluates examination results, maintains required documentation, and recommends improvements to examination methods and processes. Consults with management regarding examination needs and selection strategies.
10%	**Program Analysis and Process Improvement-** Evaluates examination and recruitment practices to identify compliance concerns, operational inefficiencies, and opportunities for improvement. Researches applicable laws, regulations, and control agency guidance; develops recommendations, procedures, and tools to improve program effectiveness. Provides technical guidance and training to managers and staff and prepares analytical reports to support management decisions.
Percentage of Duties	**Marginal Functions**
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and trainings.

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4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: In a remote work environment, home office or similar. At the office, an open-spaced cubicle in a smoke-free environment located in an office suite.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☐ Other:

Telework Status:

☒ Office-Based - 0% telework
☐ Office-Centered - 20% telework (1Day)
☐ Exception - 40 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full onboarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

May act as lead over less experienced analysts.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

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7. HR USE ONLY

HR Approval

	HR Director Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	JL	11/16/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.