DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Analyst II	Position #: 812-010-5393-724
Division/Office: Fiscal Policy and Administration Division	CBID: R01
Section: Human Resources Section	
Supervisor Name: Michelle Sinclair	Supervisor Classification: Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☒ Designated under Conflict of Interest Code
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (Cal/EPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Division ensures the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources, information technology, and administrative policies throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Analyst II coordinates and monitors key transaction and benefit activities, including auditing employee pay and Leave Accounting Balances, reviewing retirement transactions, evaluating accounts receivable, and managing special projects. The position analyzes and resolves complex discrepancies, provides technical guidance on audit procedures, and ensures compliance with control agency regulations. Duties include, but are not limited to, the following:

% OF TIME	**RESPONSIBILITIES OF POSITION**
30% - E	• Responsible for processing the most difficult and complex personnel transactions for appointments, separations, retirement changes, alternative range movements, and position number changes; payroll processing/keying; salary determinations, and reconciliation of attendance reporting. • Reviews and approves all Personnel Action Requests (PARs) and audits completed PAR transactions between databases to ensure accuracy.

	• Responsible for ensuring PAR transactions are completed timely. Verifies information on turnaround PARs, Employee Action Request (EAR), and Notices of Personnel Action (NOPA). • Ensures all personnel transactions are made in accordance with existing State Labor Laws, California Department of Human Resources (CAL HR) Rules, Department Policy and Memorandum of Understanding (MOU) for various bargaining units. • Processes and reconciles documents relating to monthly payroll; check master payroll and supplemental warrant registers prior to release of checks; reconcile attendance reports with monthly payroll; process payroll adjustments when needed; set up accounts receivables and correct payroll errors or omissions. • Establish accounts receivable for salary overpayments, benefit overpayments, and other payroll related debts in accordance with applicable laws, regulations, MOUs, and agency policies. Collaborate with accounting to ensure timely collection and accurate reporting.
30% - E	• Research and resolve the most complex and non-routine transactions including payroll, appointment, and separation issues and keep management apprised. • Analyze and apply the laws, regulations, bargaining unit agreements, settlement documents, policies, standards, and procedures relating to personnel transactions. • Audit exception reports (ding notices) from control agencies and ensure appropriate corrective action is taken. • Consult with personnel transactions manager and control agencies as necessary to resolve complex personnel actions. • Act as a Subject Matter Expert (SME) on complex Transactions cases by researching, training, and providing consultation to Transactions staff. • Consult and serve as an expert technical resource on the complex and sensitive personnel matters with other programs within HR. • Performs various personnel, payroll, and benefit master data audits for all Appointment and Separations, including compliance with Timely Payment of Wages, Salary determinations, alternate range change determinations, and processing of SCO mass updates. • Process monthly Telework stipends, CalPERS Service Credit Requests, and generating reports as necessary in response to

	departmental and HR management requests for various position related data. • Prepare various monthly, quarterly, and annual reports as needed. Reviews and distributes incoming communications from various control agencies including CalPERS, CalHR, State Personnel Board (SPB), and SCO, and ensures updates are communicated to staff timely.
30% - E	• Serves as an expert resource and point of contact in resolving the most complex departmental personnel issues relating to personnel transactions, including: health and dental appeals, salary determinations, employment history and payroll record reconstructions, formulating and recommending process improvements, and ensuring compliance with regulations, policies, laws, and rules. • Independently researches laws, rules, and regulations to ensure accurate, clear documentation, and communication. Compiles data and information to generate reports and written analyses. • Maintains and updates all personnel manuals. Ensures Agency remains current on revisions to MOUs, policy changes, and procedural updates by proactively disseminating information and providing clarification as needed. • Serve as subject matter expert on the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Non-Industrial Disability Insurance (NDI), and State Disability Insurance (SDI) for the Agency.
10% - M	Performs other duties as assigned.