State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Analyst II	549-066-5393-060
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
HQ/HR/Talent Acquisition	Selection Analyst	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Selections Unit	Sacramento	Vacant
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the direction of the Selections Office Chief (Supervisor I), this position is responsible for coordinating and administering complex and highly sensitive assessments as part of the department's selections program. The position requires consistent sound judgment, effective collaboration with others, strong communication skills, and the ability to utilize creativity, when appropriate, to develop successful assessments.

The incumbent provides subject matter expertise in examination administration to departmental management and acts as a consultant for managers, supervisors, and program specialists on all matters pertaining to the selection process.

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	Research and analyze historical data to support exam planning for each assigned assessment. Develop exam bulletins in accordance with California Department of Human Resources (CalHR) guidelines. Provide guidance and direction to test consultants in the design and development of assessment materials, including interview questions, rating and scoring criteria, and other selection instruments. Develop assessment schedules and secure locations for oral interviews, written exams, and performance assessments. Review and evaluate applications to determine applicant qualifications. Prepare correspondence to inform candidates of their eligibility status. Proctor examinations. Utilize the Examination and Certification Online System (ECOS) to establish assessments, accept or reject applications, score examinations, and notify candidates of exam results.

30%	Conduct job analyses and draft comprehensive reports. Research and collect historical data and literature on the tasks and duties performed by various classifications utilized by the Department of Parks and Recreation. Facilitate meetings with Subject Matter Experts (SMEs) to define job functions and identify the job-related knowledge, skills, and abilities (KSAs) required for successful performance. Develop, distribute, and analyze job analysis surveys. Validate examination components to ensure defensibility and establish final candidate scores and results.
25%	Serve as Chairperson for examination panels and may serve as a panel member for hiring interviews. Review and evaluate candidate responses and prepare written correspondence to applicants, SMEs, legislators, employee unions, departmental managers, and control agencies regarding sensitive personnel management matters related to selection policies and procedures, including examination appeals. Complete the required CalHR Cohort Selection Analyst Training. Assist in training other staff, as necessary.
10%	Collaborate with other sections within Human Resources (e.g., Recruitment and Classification and Hiring) and with departmental staff (e.g., Administrative Services, Park Operations, Interpretation & Education, Office of Historic Preservation, etc.) on high-priority examinations, recruitment initiatives, and special workgroups, as needed.

MARGINAL FUNCTIONS:

%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Employees will occasionally travel statewide to assist with administering exams.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE