STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION
HRO-19 (REV 07/24)

DUTY STATEMENT

BRANCH	POSITION NUMBER (Agency – Unit – Class – Serial)	☒ CURRENT ☐ PROPOSED
ENTERPRISE OPERATIONS SERVICES	368-305-5393-903	

SECTION	CLASSIFICATION TITLE
ADMINISTRATIVE	Analyst II
PROGRAM (If applicable) HUMAN RESOURCES OFFICE	WORKING TITLE Classification and Pay Analyst

REGIONAL HUB	COI	WWG	CBID	TENURE	TIME BASE
Sacramento	Yes	2	C01	LT	FT

WORK SCHEDULE	SUPERVISION EXERCISED	SPECIFIC LOCATION ASSIGNED TO
M-F 8am-5pm	None	1400 10th Street, Sacramento, CA 95814

INCUMBENT (If known)	EFFECTIVE DATE

PRIMARY DOMAIN (IT positions only)	Choose an item.

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCl formulates long- range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under direction of the Supervisor II (Personnel Officer), the Analyst II (Classification & Pay, C&P Analyst) is responsible for independently performing a variety of complex personnel-related analytical work in the areas of classification, compensation, recruitment, labor relations, progressive discipline, and examinations in the Human Resources Office. The incumbent works closely with all levels of LCI management, serving as a liaison with appropriate control agencies and providing advice and consultation to program managers, supervisors, and employees on a wide variety of personnel issues. This position is designated as Confidential.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
30%	**Recruitments** Analyzes complex personnel actions. Initiates and completes Request for Personnel Actions (RPAs). Establishes, recruits/fills, reclassifies, and redirects positions in accordance with state and departmental laws, rules, processes, and procedures. Validates existing positions by reviewing information from Position Control and Budgets. Order certification lists, sends employment inquiries, and codes certification responses, as appropriate. Verifies candidate's eligibility and determines alternate range placement. Works closely with assigned programs to ensure all hiring documents are completed accurately and in a timely manner. Independently reviews and approves requests for various related C&P actions, including Hiring Above Minimum (HAM) requests, Out-of-Class assignments, and Training and Development Assignments.

DUTY STATEMENT

30%	**Classification & Pay** Independently develops, reviews, analyzes, and evaluates complex C&P items, including but not limited to duty statements, organizational structures, progressive discipline, labor grievances, merit issue complaints, compelling management needs, exceptional allocations, and policies and procedures. Determines whether proposed position allocations and organizational structures are appropriate based on classification specifications, allocation guidelines and applicable laws and rules. Determines the most appropriate classifications for specific positions. Communicates with programs to understand organizational needs and provide appropriate solutions or alternatives.
15%	**Examinations and Minimum Qualifications** Performs varied and complex analytical work related to minimum qualifications (MQ) reviews, providing resolution to the most difficult MQ and exams issues. Analyzes applicants' experience and education from state applications, resumes, and/or statement of qualifications, using the appropriate classification specifications, Selection Manual guidelines, policies and procedures. Utilizes resource materials such as the Selection Manual, SPB laws and rules, and HR Net to conduct research. Contacts candidates to verify additional information or obtain clarification of their experience and/or education to ensure MQs for the more complex civil service classifications are met. Processes withholds from certification and prepares Notice of MQ reviews and permanent withhold correspondence.
10%	**Reports and Tracking** Analyzes, reviews, and maintains various HR reports and monthly activity reports, including but not limited to: Vacancy Report, RPA Tracking Log, Organizational Charts, Activity Report, and MIRS.
10%	**Career Executive and Exempt Appointments** Conducts CEA examinations, including placing bulletins online, participating in scoring applications, and posting exam results. Prepares Exempt Position Requests and assists in gathering all required exempt appointment documents. Coordinates with Government Operations and the Governor's Office to obtain appointment approval on exempt hires as directed. Drafts CEA proposals and works with CalHR representatives to obtain allocation and level approval as directed by management.
	MARGINAL FUNCTIONS
5%	Serves as LCI's Limited Examination and Appointment Program (LEAP) Coordinator and Bilingual Services Coordinator, ensuring efforts are made towards the recruitment, hiring and retention of persons with disabilities. Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

Skill in: Applying principles and practices of public personnel management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train an supervise subordinates; assume and demonstrate

DUTY STATEMENT

independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

DESIRABLE QUALIFICATIONS:

Analytical experience, including but not limited to independently conducting, reviewing, and analyzing research, developing and maintaining various logs and spreadsheets, and making verbal and written recommendations to management related to recruitments, classification specifications, progressive discipline, labor relations, and examinations (including CEA & exempt appointments).

SPECIAL PERSONAL REQUIREMENTS:

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to utilize HR software programs such as ECOS, MIRS, HRNET, and experience with Word, Excel, Visio, and other Microsoft applications.

SPECIAL PHYSICAL CHARACTERISTICS: Incumbent must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time.

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 balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE