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
ADMINISTRATION	Analyst II
PROGRAM (If applicable)	WORKING TITLE
Human Resources	Transactions Analyst

REGIONAL HUB	COI	WWG	CBID	TENURE	TIME BASE
Sacramento	Yes	2	R01	P	FT

WORK SCHEDULE	SUPERVISION EXERCISED	SPECIFIC LOCATION ASSIGNED TO
M-F 8am-5pm	Choose an item.	1400 10th Street, Sacramento, CA 95814

INCUMBENT (If known)	EFFECTIVE DATE

PRIMARY DOMAIN (IT positions only)	N/A

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. LCI 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 the general direction of the Supervisor I, the Analyst II provides analytical and coordination support for payroll, benefits, leave accounting, personnel transactions, and HR information systems. The position conducts research on complex issues; interprets federal and state laws, regulations, collective bargaining agreements, and departmental procedures; and prepares recommendations, training materials, reports, and communications. The incumbent works with Human Resources staff, LCI leadership, and control agencies, including the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), and California Public Employees' Retirement System (CalPERS), to resolve issues and improve processing.

% 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)*
100%	**ESSENTIAL FUNCTIONS**
35%	**Timekeeping System Lead and Leave Accounting Administration** Independently serves as the Human Resources lead for the department's timekeeping and leave accounting systems, including the California Leave Accounting System (CLAS), for absence management, time and labor reporting, and onboarding. Performs advanced analysis of payroll and leave accounting transactions to ensure compliance with applicable laws, regulations, departmental policies and procedures, and bargaining unit agreements.

DUTY STATEMENT

	Monitors time reporting and leave accounting data; conducts research, analyzes, and corrects timekeeping discrepancies; identifies and documents system defects or enhancement requests for the system administrator; reviews outstanding timesheet reports with supervisors and timekeepers; prepares monthly communications, announcements, dashboards, and submission timelines; conducts research on policy changes and interprets statutes, regulations, Memoranda of Understanding (MOUs), and departmental policies and procedures; develops and delivers instructor-led and written training materials, presentations, user guides, and reference documents; provides technical guidance to Human Resources staff and LCI and GO-Serve customers regarding timekeeping processes and leave accounting requirements; and provides annual calendar updates to Information Technology (IT) staff.
25%	**Personnel Transactions Program Analysis and Special Project Lead** Supports complex statewide personnel and payroll initiatives by researching directives from control agencies, analyzing operational impacts, preparing recommendations, and coordinating implementation activities with Human Resources leadership, including CalPERS Open Enrollment, Special Open Enrollment, Annual Leave and Vacation/Sick Leave Program election changes, Leave Buy-Back, and other department-wide initiatives. Reviews the Government Code, California Code of Regulations, Personnel Management Liaisons (PMLs), Payroll Letters, the Personnel Action Manual (PAM), policy memoranda, and related guidance; develops recommendations for revised procedures, business processes, and internal controls; prepares and distributes department-wide communications and procedural guidance; coordinates Open Enrollment and Special Open Enrollment activities by monitoring program mailboxes, responding to complex employee inquiries, and tracking enrollment forms and associated workloads; coordinates with Human Resources leadership on transaction metrics and completion timelines; develops training materials, job aids, and reference guides; collects and analyzes workload data for leadership review; and provides technical guidance to staff participating in special projects and statewide initiatives, subject to supervisory review and approval of final decisions.
15%	**Employment Eligibility (Form I-9) Program Coordination** Coordinates the department's U.S. Citizenship and Immigration Services (USCIS) Form I-9 process to support compliance with federal employment eligibility requirements. Administers and audits the department's employment eligibility verification program; monitors organizational compliance with federal immigration and employment eligibility requirements; conducts research and maintains compliance records for employees identified as non-resident aliens; coordinates with the State Controller's Office regarding tax reporting requirements; performs quality control reviews of Requests for Personnel Action (RPAs) and I-9 documentation for completeness and accuracy; applies IRS Notice 2005-76, the USCIS Handbook for Employers (M-274), and related federal guidance to departmental protocols; and identifies operational deficiencies and recommends corrective actions to minimize organizational risk and ensure compliance with federal requirements.
10%	**Reporting and Workforce Data Analysis** Provides back-up reporting support in the State Controller's Office Management Information Retrieval System (MIRS) during periods of staff absence or increased workload. Generates recurring and ad hoc reports using MIRS; evaluates complex datasets for accuracy and completeness, identifies statistical trends, and resolves data discrepancies; and prepares reports and analytical summaries for leadership to support recurring and ad hoc reporting needs.

DUTY STATEMENT

	MARGINAL FUNCTIONS
5%	**SharePoint Administration and Documentation Management** Maintains the Human Resources SharePoint site by updating pages, memorandums, forms, procedural documents, and reference materials to reflect current policies and practices. Analyzes and updates internal resources to reflect current laws, policies, procedures, and business practices; maintains and organizes electronic records; and updates SharePoint content to ensure staff have access to current, accurate, and compliant reference materials.
5%	**Unemployment Insurance Program Administration** Processes unemployment insurance claims through the State Information Data Exchange System (SIDES). Reviews electronic notices of claims filed and gathers requested employment data; conducts research on employment histories, payroll records, and separation details and provides factual information to the Employment Development Department (EDD) for eligibility determinations; coordinates with the department's employee relations staff to obtain documentation for disciplinary or separation cases and prepares factual information for separation statements; and monitors submissions to ensure compliance with EDD response deadlines and federal requirements to support timely processing.
5%	Performs other job-related duties as assigned and appropriate for this classification, such as preparing the monthly decentralized calendar and monitoring the Human Resources transactions mailbox.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: All of the above, and laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to: Perform all of the above and represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

DESIRABLE QUALIFICATIONS

- Familiarity with automated State payroll systems and knowledge of SCO transaction laws, rules, and procedures.
- Experience administering, analyzing and resolving payroll, benefits, leave accounting, personnel transactions, and timekeeping programs in a governmental or public-sector environment.
- Ability to interpret and apply complex laws, regulations, bargaining unit agreements, and personnel policies.
- Experience developing and delivering training, procedural guidance, and technical resource materials for staff and customers.
- Strong analytical skills with experience preparing reports, conducting data analysis, and presenting findings to management.

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DUTY STATEMENT

SPECIAL PERSONAL REQUIREMENTS: Ability to manage multiple and competing deadlines in a timely and efficient manner.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position 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 reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. This position may be eligible to participate in LCI's hybrid telework schedule. Participation in Telework is subject to LCI's guidelines.

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