DUTY STATEMENT

☒ **Proposed**

☐ **Current**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst I	Classification & Selection Analyst
PROGRAM NAME	**UNIT NAME**
Office of Administrative Services	Classification & Selection Branch
ASSIGNED SPECIFIC LOCATION	**POSITION NUMBER**
Sacramento	400 – 107-5157-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under the supervision of the Supervisor I, Classification and Selection Unit, the incumbent performs a range of classification and selection assignments for the Department of Industrial Relations (DIR). This includes reviewing, analyzing, and making determinations on hiring packages, reviewing and making recommendations for various requests such as Out-of- Class and Training and Development assignments, and providing consultative services to assigned division hiring managers or personnel liaisons. The incumbent also provides training on the hiring process and assists in a variety of special projects.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Reviews, analyzes, and processes Requests for Personnel Action (RPA) packages, including requests to establish, backfill, and/or reclassify positions. Analyzes duty statements to ensure they align with the designated classification specification, reviewing justification memorandums, organizational charts to allocated properly, review and analyze duty statements meet allocation guidelines, and other related documents. Reviews proposed personnel transactions and makes recommendations on various requests, including alternatives for promotions, new appointments, reinstatements, transfers, and reclassifications; assists in the recruitment and selection of employees including reviewing, making recommendations, and approving screening criteria and interview questions in accordance with laws, rules, DIR guidelines, and best practices, to ensure that the merit principles are upheld; consults with departmental employees and prospective State employees regarding employment. Consults with hiring managers by providing advice and making recommendations relative to personnel policies, standards, rules, and procedures to ensure all pre-employment documents are completed in a timely manner. Reviews hiring packages ensuring recruitments are compliant with the State's merit system and verifies candidate eligibility.
25%	Conducts classification, pay, and organizational studies that may result in establishing new classifications or revising existing ones; analyzes classification proposals within assigned areas for management review that require comparative analyses of classifications with significantly similar knowledge and abilities, qualifications, and levels of responsibility, consideration of appropriateness of

	classification, organizational impact, eligibility of employee, and salary and range considerations.
15%	Reviews and approves requests for various classification and selection actions, including Hiring Above Minimum requests, Out-of-Class assignments, and Training and Development requests.
10%	Conducts and assists in special projects including responding to Public Records Act requests; analyzing merit issue complaints and drafting correspondence in response to complaints; providing recommendations for personnel, recruitment and hiring guidelines and procedures; developing reports from various databases; assisting in automation projects designed to improve operational efficiencies, and other projects assigned.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other job-related duties as assigned such as serves on committees, special work teams, and task forces related to classification and pay and department activities; reviews, evaluates, reports on the effectiveness of and recommends revisions to personnel procedures and policies; and assists in developing documents as recommended by management. Serves as a back-up to other analysts and attends mandatory trainings.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

This incumbent reports directly to and receives the majority of assignments from the Supervisor I. The incumbent also receives assignments from the Supervisor II; Manager II; and/or Chief, Human Resources Office.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, high-rise office building with natural and artificial lighting. In addition, the incumbent works in either a cubicle or enclosed private office in close proximity to others. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting email communication, and other purposes.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate

conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Being in a stationary position for long periods of time. Some travel may be required by train, plane, or automobile to attend outreach events, meetings, and training.

Additional Requirements/Expectations

Confidentiality must be maintained at all times.

Personal Contacts

The incumbent will have daily contact with all levels of departmental personnel. Further, the incumbent represents the Department with State control agencies, especially CalHR and SPB. The incumbent will also have direct and frequent interaction continuous interface with all levels of DIR management including representatives from the Office of the Director and division chiefs. Finally, the incumbent may occasionally interact with applicants, members of the public, representatives from other state agencies, and the Labor and Workforce Development Agency.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

JV	12/23/2025
C&S Analyst Initials	Approval Date

DUTY STATEMENT

☒ **Current**

☐ **Proposed**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst I	Classification & Selection Analyst
PROGRAM NAME	**UNIT NAME**
Office of Administrative Services	Classification & Selection Branch
ASSIGNED SPECIFIC LOCATION	**POSITION NUMBER**
Sacramento	400 – 107-5157-247

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under the supervision of the Supervisor I, Classification and Selection Unit, the incumbent performs a range of classification and selection assignments for the Department of Industrial Relations (DIR). This includes reviewing, analyzing, and making determinations on hiring packages, reviewing and making recommendations for various requests such as Out-of- Class and Training and Development assignments, and providing consultative services to assigned division hiring managers or personnel liaisons. The incumbent also provides training on the hiring process and assists in a variety of special projects.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Reviews, analyzes, and processes Requests for Personnel Action (RPA) packages, including requests to establish, backfill, and/or reclassify positions. Analyzes duty statements to ensure they align with the designated classification specification, reviewing justification memorandums, organizational charts to allocated properly, review and analyze duty statements meet allocation guidelines, and other related documents. Reviews proposed personnel transactions and makes recommendations on various requests, including alternatives for promotions, new appointments, reinstatements, transfers, and reclassifications; assists in the recruitment and selection of employees including reviewing, making recommendations, and approving screening criteria and interview questions in accordance with laws, rules, DIR guidelines, and best practices, to ensure that the merit principles are upheld; consults with departmental employees and prospective State employees regarding employment. Consults with hiring managers by providing advice and making recommendations relative to personnel policies, standards, rules, and procedures to ensure all pre-employment documents are completed in a timely manner. Reviews hiring packages ensuring recruitments are compliant with the State's merit system and verifies candidate eligibility.
25%	Conducts classification, pay, and organizational studies that may result in establishing new classifications or revising existing ones; analyzes classification proposals within assigned areas for management review that require comparative analyses of classifications with significantly similar knowledge and abilities, qualifications, and levels of responsibility, consideration of appropriateness of

	classification, organizational impact, eligibility of employee, and salary and range considerations.
15%	Reviews and approves requests for various classification and selection actions, including Hiring Above Minimum requests, Out-of-Class assignments, and Training and Development requests.
10%	Conducts and assists in special projects including responding to Public Records Act requests; analyzing merit issue complaints and drafting correspondence in response to complaints; providing recommendations for personnel, recruitment and hiring guidelines and procedures; developing reports from various databases; assisting in automation projects designed to improve operational efficiencies, and other projects assigned.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other job-related duties as assigned such as serves on committees, special work teams, and task forces related to classification and pay and department activities; reviews, evaluates, reports on the effectiveness of and recommends revisions to personnel procedures and policies; and assists in developing documents as recommended by management. Serves as a back-up to other analysts and attends mandatory trainings.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

This incumbent reports directly to and receives the majority of assignments from the Supervisor I. The incumbent also receives assignments from the Supervisor II; Manager II; and/or Chief, Human Resources Office.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, high-rise office building with natural and artificial lighting. In addition, the incumbent works in either a cubicle or enclosed private office in close proximity to others. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting email communication, and other purposes.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate

conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Being in a stationary position for long periods of time. Some travel may be required by train, plane, or automobile to attend outreach events, meetings, and training.

Additional Requirements/Expectations

Confidentiality must be maintained at all times.

Personal Contacts

The incumbent will have daily contact with all levels of departmental personnel. Further, the incumbent represents the Department with State control agencies, especially CalHR and SPB. The incumbent will also have direct and frequent interaction continuous interface with all levels of DIR management including representatives from the Office of the Director and division chiefs. Finally, the incumbent may occasionally interact with applicants, members of the public, representatives from other state agencies, and the Labor and Workforce Development Agency.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

JV	12/23/2025
C&S Analyst Initials	Approval Date

State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst II	Classification & Selection Analyst
PROGRAM NAME	**UNIT NAME**
Office of Administrative Services	Classification & Selection Branch
ASSIGNED SPECIFIC LOCATION	**POSITION NUMBER**
Sacramento	400 – 107-5393-XXX

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the general direction of the Supervisor I, Classification and Selection Unit, the incumbent independently performs a wide range of classification and selection assignments for the Department of Industrial Relations (DIR). This includes reviewing, analyzing, and making determinations on hiring packages, reviewing and making recommendations for various requests such as Out-of-Class and Training and Development assignments, and providing consultative services to assigned division hiring managers or personnel liaisons. The incumbent also provides specialized training on the hiring process and assists in a variety of special projects.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
45%	Reviews and analyzes duty statements, justification memorandums, organizational charts, and other related documents in accordance with class specifications, allocations guidelines, and DIR procedures to make determinations on requests to fill and/or reclassify positions. Evaluates the proposed personnel transactions and either approves or disapproves and provides recommendations for possible alternatives to supervisors. Assists in the recruitment and selection of employees including evaluating screening criteria, interview questions, and other recruitment tools to ensure compliance with laws, rules, DIR guidelines, and CalHR best practices; communicates with hiring supervisors and/or personnel liaisons when revisions are necessary. Reviews and makes determinations for various classification and pay actions, including Hiring Above Minimum requests, Out-of-Class assignments, and Training and Development requests. Consults with hiring managers and personnel liaisons by providing advice and making recommendations relative to personnel policies, standards, rules, and procedures and ensuring all pre-employment documents are completed in a timely manner.
30%	Consults with and advises hiring managers and personnel liaisons on varied and difficult personnel matters, such as establishing new positions, reclassifying positions, and determining the impact of proposed reorganizations on position allocations; conducts classification and pay projects and organizational studies that may result in establishing new classifications or revising existing ones; analyzes classification proposals within assigned areas for management review that require comparative analyses of classifications with significantly similar knowledge and

	abilities, qualifications, and levels of responsibility, consideration of appropriateness of classification, organizational impact, eligibility of employee, and salary and range considerations.
10%	Provides specialized training to hiring managers and designated staff on recruitment, classification, and pay issues. Ensures training is consistent with department, CalHR, and State Personnel Board policies, procedures, and guidelines. Develops training material, including PowerPoint and handouts that support the course content.
10%	Conducts and assists in special projects such as responding to merit issue complaints or Public Records Act requests; developing personnel, recruitment and hiring guidelines and procedures; developing exempt and CEA proposals and pay requests; developing reports from various databases; assisting in automation projects designed to improve operational efficiencies; and other projects assigned.
Percentage of Time Spent	**Marginal Job Functions**
5%	Performs other related duties as assigned including, but not limited to: serves on committees, special work teams, and task forces related to classification and pay and department activities; reviews, evaluates, reports on the effectiveness of and recommends revisions to personnel procedures and policies; consults with departmental employees and prospective State employees regarding employment, promotions, transfers, and other personnel-related matters; and assists in developing documents as recommended by management. Serves as a back-up to other analysts.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

The incumbent reports directly to and receives majority of assignments from the Supervisor I. The incumbent also receives assignments from the Supervisor II; Manager II; and/or Chief, Human Resources Office.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, high-rise office building with natural and artificial lighting. In addition, the incumbent works in a cubicle in close proximity to others. The position is required to work extensively on computers as necessary for drafting documents, conducting research, drafting

email communication, and other purposes.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and any time they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Being in a stationary position for long periods of time. Some travel may be required by train, plane, or automobile to attend outreach events, meetings, and training.

Additional Requirements/Expectations

Confidentiality must be maintained at all times.

Personal Contacts

The incumbent will have daily contact with all levels of departmental personnel. Further, the incumbent represents the Department with State control agencies, especially CalHR and SPB. The incumbent will also have direct and frequent interaction continuous interface with all levels of DIR management including representatives from the Office of the Director and division chiefs. Finally, the incumbent may occasionally interact with applicants, members of the public, representatives from other state agencies, and the Labor and Workforce Development Agency.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

JV	3/2/2026
C&S Analyst Initials	Approval Date