Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Analyst II	Position Number: 673-810-5393-845
Incumbent Name:	Working Title: Examination and Recruitment Analyst	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: Examination and Recruitment Unit	Reporting Location: Sacramento HQ – 1001 I St
Supervisor's Name: Shahbanou Cashkouli	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☐ Yes ☒ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ None ☒ Lead		

General Statement

Under delegation from the California Department of Human Resources (CalHR), the Examination & Recruitment Section is responsible for the examinations, and recruitment functions for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA).

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the direction of the Examination & Recruitment Unit Supervisor (Sup I), the incumbent is responsible for the full range of complex and technical personnel management duties related to Examination and Recruitment functions for assigned divisions. The incumbent independently consults managers, supervisors, and program specialists on Examination & Recruitment issues and may act as the lead person for other staff when directed.

% of Time	Essential Functions
35%	Perform the more complex range of examination and recruitment duties including assisting in planning, coordinating, and administering a variety of examinations and recruitment events. Research and analyze historical examination files;

	determine appropriate examination scope, base, and time frames; develop examination plan, justification, and examination bulletin. Analyze and assess CARB and CalEPA selection needs, provide to Supervisor I; meet with program managers to determine program needs for future examinations; develop and use criteria for evaluating and prioritizing program selection needs; meet with Subject Matter Experts (SMEs) and hiring supervisors/managers to plan and develop appropriate selection mechanisms for examinations and/or vacant positions; research alternative selection methods within the California Department of Human Resources (CalHR) guidelines and make recommendations for examination development. Respond to inquiries (oral and written) from candidates related to their eligibility for examinations, status in the examination process, rejection, or acceptance notices, rescheduling of interviews, examination appeals, etc. Draft written correspondence or reports on projects related to examinations; review, analyze, and draft written correspondence on examination appeals and withholds; investigate and prepare reports on breaches in security. Input examination information on CalHR's Legacy online examination system and Examination and Certification Online System (ECOS); generate appropriate statistical data, reports, notices, and lists, and maintain confidential examination files and binders; track and monitor exam and recruitment expenditures to ensure the contract terms of the agreements are met.
20%	Discuss staffing and recruitment needs with program management and provide consultative services in the recruitment area. Review and analyze CARB's and CalEPA's recruitment practices in comparison to current best practices to identify necessary changes and improvements; make recommendations of such improvements to Supervisor I. Participate in CARB and CalEPA at various meetings and recruitment events. Work collaboratively with the CARB Office of Communications and HR staff; assist with the development of outreach and marketing materials for potential candidate groups for classifications targeted for the Annual Recruitment Campaign; contact other public agencies and private businesses for best marketing and outreach practices to seek/reach the types of classifications the department is attempting to recruit; disseminate outreach and marketing materials to candidate groups. Provide technical assistance and support to programs for recruitment campaigns that are in progress over the course of a Recruitment Plan Year. Conduct research, compile data, and make recommendations on various avenues to increase visibility and awareness of career opportunities at CARB. Identify networking opportunities and share contact information with CARB and CalEPA programs as appropriate. Will be responsible for evaluating and measuring the information by conducting Minimum Qualification (MQ) for appointments, reviewing job applications for a broad variety of professional, technical, scientific, administrative, and clerical classes to determine if applicants meet minimum qualifications. Contact other State departments to obtain employment history. Correspond with candidates regarding their qualifications and draft permanent withhold letters for the Personnel Officer's signature and maintain the CARB's MQ verification mailbox.

20%	Independently facilitate and perform Job Analysis & Test Validation studies to improve testing methodologies; perform link analysis of written test items and oral interview questions to ensure conformance with critical class requirements; develop testing tools such as rating guides and supplemental applications, and work with SMEs to develop examination questions. Participate in CalHR statewide departmental test validation studies. Perform examination preparation duties including, written examination scheduling, coordinate and schedule the interview phase of the examination, secure chairpersons, and members for interview panels, identify location of interviews, secure and reserve the necessary facilities; develop and prepare panel orientation packages; and present panel orientation to panel members.
20%	Serve as the Chairperson on Qualification Appraisal Panel's (QAPs) and provide other assistance relating to test administration (such as scheduling). Assist in the development of the selection portion of classification board items to revise knowledge and abilities, and in the development of policies and procedures relating to examination processing; interpret and explain civil service laws, rules and procedures related to the examination process, etc. Assisting the CARB's Career Center services, such as career counseling, intake assessments', interview skills and techniques, career ladders and paths, examination tools, and mock interviews. Perform other work-related duties as assigned.

% of Time	Marginal Functions
5%	Provide internal training to rank and file supervisory and managerial employees as well as covering the selection process relating to test administration. May act as the lead person for other staff when directed. Performs other duties within the scope of the classification as required. Travel required locally and within the state.

Typical Physical Conditions/Demands

This position requires being in a stationary position, consistent with office work, for extended periods. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. It is located in a standard office environment with artificial lighting and controlled temperature. Requires daily use of a personal computer, office equipment, and/or telephone. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment located in a high-rise office building in downtown Sacramento in an enclosed cubicle. The work schedule is Monday through Friday. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☒ Travel up to __20____ percentage

☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes 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:	Date: Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date