

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst			WORKING TITLE Recruitment and Retention Analyst		
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME Admin/HQ: Recruitment and Hiring Section		
ASSIGNED SPECIFIC LOCATION TBD				POSITION NUMBER 400- xxx-5393-953	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No	

General Statement

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) independently performs complex analytical work related to the recruitment and on-boarding of staff for Labor Commissioner's Office (LCO) programs. The AGPA works closely with program leaders to develop recruitment strategies using various tools and methods and effectuate a statewide on-boarding process for the LCO. The incumbent will serve as a personnel liaison within the LCO and liaison with the Department of Industrial Relations (DIR) Human Resources office (HRO) and work with each LCO program to prioritize hiring goals for the LCO. This includes completing LCO human resources related projects/requests, conducting research and writing various LCO specific processes, training and educating managers regarding processes and procedures, reviewing and coordinating HR related documents, and serving as a consultant for LCO management recruitment and hiring issues.

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

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
30%	Critically assesses program hiring needs by analyzing position data (filled and vacant positions) to make effective recommendations to hiring managers and LCO management identifying relevant subject matter expertise in various program areas in order to effectively advise on creating recruitment packages consistent with DIR's Hiring Guidelines and California Department of Human Resources (CalHR) Best Hiring Practices which includes laws, rules, and regulations applicable to merit based hiring. In partnership with Human Resources Office's (HRO) Classification & Selection team, advises management on all aspects related recruitment activities, including but not limited to preparing justification memorandums supporting complex operational needs (e.g., backfill, reclass, redirects, establishment of new positions, etc.) ensuring all required documents and position information is correct before submission to the HRO; reviewing, developing, editing, and writing compliant duty statements in alignment with classification specifications; generates job posting descriptions and advertisements; reviews and edits organization charts to ensure compliance with position allocation guidelines; prepares screening matrixes and interview questions in alignment with classification specifications and reviews

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	documents to ensure they are appropriate for the level of the position being recruited for. Creates and submits Form 1 (Request for Personnel Action) packages using Salesforce database.
30%	Retrieves and extracts candidate applications from the CalHR Exam and Cert Online System (ECOS) when available; assists and supports hiring managers with the candidate screening process consistent with department recruitment protocols in order to advance hiring needs; coordinates interviews (calls candidates, identifies location, schedule, sends confirmation notices, etc.), reconcile and ensure all candidate applications are accounted for; gathers the required hiring documents from hiring managers to review and audit for accuracy; prepares requests to hire packages for the hiring managers; confers with the hiring managers as needed to make any recommendations or corrections to documents within the hiring package; analyzes required recruitment documents for completeness and accuracy by adhering to the DIR's hiring checklist certifying all documents are complete for submission to the HRO.
20%	Routinely communicates with hiring managers and is the first point of contact to provide guidance on departmental policies and procedures including but not limited to promotions in place, out of class assignments, training and development assignments, bilingual pay classifications/requests, alternate work schedules, career development and upward mobility programs, leave of absence requests, hiring above minimum, and bargaining units' memorandum of understanding articles. Conducts training and provides guidance to hiring managers on recruitment best practices virtually and/or in person in order to align departmental guidelines with division hiring needs. Develops and organizes LCO recruitment outreach materials for use on social media, online employment platforms, and educational institutions in collaboration with the Department's Recruitment and Outreach unit. Using online survey tools routinely develops questionnaires and/or conducts comprehensive surveys of program leaders in order to collect data on shifts and changes in staffing trends due to Budget Change Proposals or reorganization. Analyzes survey results and compares to current staffing profile reports from the DIR Budget office to identify the staffing needs in each program, strategizes for targeted recruitment across programs, and collaborates with division management in prioritizing hiring goals for the LCO.
15%	Works together with LCO management in reviewing and analyzing current on-boarding and off-boarding practices or procedures and makes recommendations for new Division- wide procedures by collecting and analyzing feedback from recent hires to determine weaknesses in the current process and areas for improvement. In consultation with management, develops new procedures, including manuals and/or training guidelines consistent with new or updated recommendations for on-boarding or off-boarding team members. Implements procedures by conducting overview and/or trainings virtually and/or in person with hiring managers. Conducts surveys and/or elicits feedback from team members on new procedures in order to make adjustments and/or process improvements. Maintains the division's position database and analyzes the data collected in order

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	to make effective recommendations to managers regarding their positions and fund uses. Prepares reports pertaining to attrition, vacancies, and blanket fund use. Works directly with LCO management and the HRO staff to ensure reports reflect actual situations and are completed correctly.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other duties as assigned including, but not limited to: backing up other Personnel Liaisons; serves on committees, special work teams, task forces related to recruitment and retention efforts, and general department activities; consults with departmental employees and prospective State employees regarding employment opportunities and other personnel-related matters; and assists in developing documents as recommended by management. Attends meetings and training classes as required. Performs other duties as required.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill 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 the majority of assignments from the Staff Services Manager I. In some instances, the incumbent may also receive assignments from the Staff Services Manager II or the Division Chief, Deputy Chief or its designees.

Supervision Exercised

None but may serve as lead over lower-level analysts.

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

Work Environment

The incumbent will work 40 hours per week in an office setting equipped with standard office equipment. The incumbent will be assigned a cubicle in an air-conditioned office with natural and artificial lighting located in a high-rise building with elevator access. Telework will be offered in accordance with current departmental policy.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels to complete work assignments related to developing and implementing internal policies and procedures. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on various aspects of DIR's personnel processes. In addition, the incumbent must demonstrate the ability to use the

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Internet, MS Word, MS Outlook, MS Excel, MS Teams, HR software (Salesforce and ECOS), and other desktop applications.

Physical Abilities

The position requires the ability for prolonged stationary position and to work at a computer for extended periods of time and to move and transport office items in a safe manner. The incumbent will be required to travel as needed within the local area and within the state by car or plane as appropriate.

Additional Requirements/Expectations

The incumbent must be dependable and have the ability to work cooperatively with staff at all levels both within and outside the Department. The incumbent must have the ability to communicate effectively in order to complete work assignments and must maintain confidentiality at all times.

Personal Contacts

The incumbent routinely engages with division Headquarters staff, LCO hiring supervisors and managers, the Department's Human Resources Office staff assigned to the LCO, and external customers.

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 Diversity and Inclusion Office.

Employee Name

Employee Signature

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

Date

HUMAN RESOURCES OFFICE APPROVAL

C&P Analyst Initials

Approval Date

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