



Classification: Staff Services Analyst
 Position Number: 880-600-5157-847, 857

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 23-600-121_122 | Classification Title: Staff Services Analyst | Position Number: 880-600-5157-847, 857 |
| Incumbent Name: Vacant | Working Title: Performance Management Analyst | Effective Date: February 2024 |
| Tenure: Permanent | Time Base: Full Time | CBID: R01 |
| Division/Office: Division of Administrative Services/Human Resources Branch | | Section/Unit: Labor Relations Unit |
| Supervisor's Name: Poneh Jones | | Supervisor's Classification: Staff Services Manager I |

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| Human Resources Use Only: | |
| HR Analyst Approval: | Date: |

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| General Statement |
| Under the supervision of the Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. |
| Position Description |
| The Staff Services Analyst will perform work of average difficulty in a wide variety of technical and analytical assignments related to employee performance management. The incumbent provides consultation to supervisors and managers and interprets various laws, rules, and regulations established by governing control agencies. |
| Essential Functions (Including percentage of time): |



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| 45% | Drafts, prepares, and coordinates service of employee corrective actions including counseling memorandums, adverse actions, rejections during probation, medical actions, Absent Without Leave (AWOL), etc. Assist with reviewing supporting documentation and consults with managers, supervisors, and legal staff on employee issues and recommends appropriate action. Advises management with appropriate methods of discipline and processes related to the Water Boards' personnel management program. |
| 25% | Assists with investigating allegations of inappropriate employee activities and merit issue complaints; prepares responses and makes recommendations on findings to the Labor Relations Officer and the respective management team. |
| 15% | Assists with developing and conducting on-going Water Boards Statewide Performance Management training to assist managers and supervisors in administering the steps of the progressive discipline process, AWOL, etc. |
| Marginal Functions (Including percentage of time): | |
| 10% | Participate in process improvements related to the Water Boards performance management processes and procedures. Assist in the development and revision of departmental policies and procedures related to performance management. Perform special projects as needed. |
| 5% | Perform other duties as required. |
| Typical Physical Conditions/Demands: | |
| The job requires extensive use of a personal computer and the ability to sit/stand at desk, read, communicate, and type on a keyboard for extended periods of time. Ability to lift 10 pounds, bend and reach above shoulders to carry or retrieve files and/or documents. | |
| Typical Working Conditions: | |
| The incumbent works on the 2nd floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel will be required locally and within the state. | |



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

| Supervisor Name | Supervisor Signature | Date |
|-----------------|----------------------|------|
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Employee Statement

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

**A 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 a reasonable accommodation to perform the essential functions of this position?

YES **NO**

| Employee Name | Employee Signature | Date |
|---------------|--------------------|------|
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