# DUTY STATEMENT

Classification: Associate Personnel Analyst Employee Name:

Position Number:

Division: Administration Services Division

Branch: Human Resources Branch

Section/Unit: Payroll, Health, and Performance Section

Primary Assignment: Performance Management Analyst

# JOB OBJECTIVES:

Under the general direction of the Performance Management and Special Projects Unit (PMSPU) Manager, the Performance Management Analyst performs the more responsible, varied, and complex technical personnel work in the administration of the Department of Rehabilitation’s performance management program. The incumbent assists in the development of policies and procedures relating to personnel management program. The incumbent provides personnel services such as advice on informal and formal discipline process and fitness for duty issues. The incumbent provides consultation and training to DOR supervisors and managers regarding all aspects of performance management administration.

# ESSENTIAL JOB FUNCTIONS:

35% Provides consultation and guidance to departmental managers and supervisors on performance and misconduct issues and guides management through steps of progressive discipline. Reviews, evaluates, and drafts memoranda which include counseling memoranda, expectations memoranda and letters of instructions to be presented to employees regarding behavior, performance, and attendance issues. Review prepared probation and performance evaluation reports needed to ensure ratings are consistent with supporting comments. Advises managers and supervisors on applicable rules and bargaining contract provisions for denying merit salary adjustments and alternate range changes. Reviews and analyzes requests from managers for Notices of Adverse Actions, Rejections During Probation, and Absent Without Leave. Conducts analysis and provides recommendations on appropriate level of formal adverse action and prepares adverse actions for management review. Consults with the Legal Affairs Office in preparation for appeal hearings, reasonable accommodation issues, and workers’ compensation concerns. Ensures timely and appropriate processing and service of actions and employee’s Skelly rights are met. Tracks Skelly Officer training needs and coordinates process.

25% Research laws, rules, regulations, bargaining unit contracts, policy and procedures to respond to the difficult inquiries relating to attendance, employment laws and rules, departmental policies, performance, and pay considerations. Drafts departmental policy memos for supervisors’ approval. Provides consultation on appropriate personnel management methodologies available for managing employees within the three-phased system of discipline and coaches’ managers and supervisors on appropriate implementation of such methods throughout the discipline process.

20% In cooperation with other performance management staff within the PMSPU, develops and administers the performance management training plan. Prepares and drafts aspects of departmental performance management training, including developing agendas, course syllabi, lesson plans, content, materials, handouts, exercises, hypotheticals, icebreakers, templates, completed template samples, desk procedures, and PowerPoint presentations. Prepares and conducts ongoing training to departmental managers and supervisors on performance management and other personnel-related topics (probation reports, performance appraisals, as needed.

15% Reviews, evaluates, and provides guidance to program management regarding non-punitive actions such as medical transfers, medical terminations, employer-initiated disability retirement, and dismissals for failure to meet the requirements for continuing employment. Reviews and coordinates requests for Fitness for Duty (FFD) evaluations to determine whether an employee is able to safely perform the essential job duties. Evaluates FFD evaluation findings and makes recommendations regarding the appropriate accommodations, work assignments and particular position for an employee. As an expert consultant, incumbent meets with program managers and supervisors to discuss and provide recommendations. Consults with the Legal Affairs Office in the decision and finalization of non-punitive actions.

# MARGINAL FUNCTIONS

5% Accurately tracks consultations with supervisors and managers, correspondence, adverse actions, and hearing activities. Develop and maintain desk manuals, guidelines, memoranda and other forms of written communication and job aids to assist performance management staff. Assists with special projects and other related duties as required.

I have read, understand, and agree to perform the duties listed above and all duties typically performed by this classification with or without a reasonable accomodation. I certify that I will perform these duties with integrity, initiative, dependability, good judgment, and will work cooperatively with others when performing the assigned duties as described above.

Employee Date

Supervisor Date

cc: Official Personnel File

Supervisory File