

DUTY STATEMENT STAFF SERVICES ANALYST

OUR VISION			
All Californians living in homes they can afford			
OUR MISSION			
Investing in diverse communities with financing programs that help more Californians have a place to call home			
EMPLOYEE INFORMATION			
Employee Name		Effective Date	
Classification Staff Services Analyst		Position Number 693-001-5157-901	
Division/Section/Unit Administration Division/Human Resources/Transactions		Location Sacramento, CA	
CBID R01	Work Week Group 2	Tenure Permanent	Time Base Full-Time
Immediate Supervisor		Supervisor Classification Staff Services Manager I	
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS			
<p>This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position’s specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency’s policies and procedures regarding attendance, leave, and conduct.</p> <p>2 CCR § 172 – General Qualifications, states in pertinent part: The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness, and ability to assume responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p>			
DIVISION DESCRIPTION			
<p>The Administration Division is responsible for the administrative functions of the California Housing Finance Agency (CalHFA), which includes Equal Employment Opportunity, Human Resources, Labor Relations, Transactions, Classification & Pay, Examinations, Workforce Development, Performance Management, Training, Business Services, Procurement, Records Management, Fleet, Security and Inventory Control, Mail, and Central Scan Facility.</p>			
POSITION DESCRIPTION			
<p>Under supervision of the Staff Services Manager I (SSM I) and in accordance with established procedures, the Staff Services Analyst (SSA) is assigned progressively more complex and difficult transaction duties in a variety of personnel transaction areas, applying applicable laws, rules, regulations, procedures, and policies with careful attention to detail. The incumbent maintains collegial and cooperative working relationships with all internal and external business partners. The duties and responsibilities include, but are not limited to the following:</p> <p>The duties contained in this job description reflect general details a necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties, commensurate with this classification, as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</p>			
PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS		
40%	<p><u>Transactions & Payroll</u> Coordinates, performs, and monitors critical transaction and payroll activities and projects to support the personnel administration of Agency staff. Analyzes and applies applicable bargaining unit contracts, departmental policies and procedures, government codes, and CalHR/SPB/SCO laws and rules in the preparation and processes of various personnel transactions to ensure compliance.</p>		

Employee Name	
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20%	<p>Conducts research, performs analysis, and maintains current knowledge of laws and rules to ensure accuracy and compliance related to staff compensation. Certifies and reconciles monthly master and supplemental payroll to ensure accurate and timely payments to CalHFA staff; processes salary adjustments, salary advances, accounts receivables, overtime, Employee Action Requests (EAR), direct deposit enrollments, cancellations, out-of-class assignments, and salary range changes consistent with applicable state laws and rules.</p> <p><u>Personnel Action Requests Processing</u> Reviews and analyzes Requests for Personnel Action (RPA) for completeness and to ensure compliance with applicable laws and rules and then and processes requested transactions which includes appointments, separations, retirements, leave of absence requests, promotions, and other employment changes generated via the RPA package and ensures transactions are processed consistent with established timelines. Responds to employment verifications from other departments or external entities by providing employment and payroll history.</p> <p>Reviews, researches, and analyzes data from various sources, including control agencies. Drafts and distributes correspondence to all levels of staff on various transactions subjects. Analyzes various resources in order to develop desk procedures, reference materials, and/or job aids/tools related to transactions.</p>
15%	<p><u>Leave Accounting</u> Ensures all timesheets are collected by the established due date. Reviews and keys timesheets into the California Leave Accounting System (CLAS) in accordance with applicable laws and rules regarding leave usage and responds to questions from staff regarding leave benefits. Reconciles monthly attendance. Utilizes the California Leave Accounting System (CLAS) to maintain and update employee leave usage by keying and reviewing for accuracy of the timesheets. Maintains knowledge of critical time frames for CLAS accrual cycle and the Leave Activity Balance (LAB) report. Audits the LAB report monthly to ensure accurate posting of leave usage. Responds to staff inquiries regarding attendance reporting and leave balances. Provides training and guidance to Agency staff on completing timesheets. Establishes accrued leave benefits in the CLAS system in compliance with applicable laws, rules, and bargaining unit contracts.</p>
10%	<p><u>Employees Benefits</u> Conducts new employee orientation to provide critical benefit information and Agency policies to new employees. Analyzes benefit program inquiries and rules and regulations to assist employees in completing documents for health, dental, vision, flex elect, Family Medical Leave Act (FMLA) benefits, deferred compensation, direct deposit, group legal, and miscellaneous payroll deductions. Processes and maintains employee health benefits via the My CalPERS system. Ensures compliance with Affordable Care Act (ACA) requirements as issued by the State Controller's Office (SCO). Maintains current roster of employees. Assists HR staff with processing the following temporary disability options: State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), Industrial Disability Leave (IDL), and Temporary Disability (TD).</p>
10%	<p><u>Records Maintenance</u> Creates, updates, and maintains Official Personnel Files (OPF) and various personnel tracking logs and/or spreadsheets regarding but not limited to Merit Salary Advances (MSA), probation reports, performance evaluations, Individual Development Plans (IDP), 9/8/80 schedules, vacation carry-over, intermittent time reporting, Special In-Grade Salary Adjustment (SISA), range changes, actual time worked, retirement benefits, student enrollment and units completed in a college or university. Analyzes and maintains records retention schedules for the personnel office file systems and purges</p>

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	files as appropriate.	
PERCENTAGE OF TIME	MARGINAL FUNCTIONS	
5%	Acts as a backup for HR staff to assist in training registration activities and initiating new employee and separating employee workflows. Participates in staff meetings, attends training, handles special projects, and performs other duties as required within the scope of the assigned classification.	
PERSONAL CONTACTS		
<ul style="list-style-type: none"> Daily contact with the public, all levels of departmental staff, and representatives from other State and county agencies. 		
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> N/A 		
WORK ENVIRONMENT		
<ul style="list-style-type: none"> Prolonged sitting Work in a high-rise building Use a computer keyboard and read from computer screens several hours a day 		
PHYSICAL ABILITIES		
<ul style="list-style-type: none"> Be able to lift and carry up to 20 lbs. 		
TRAVEL		
<ul style="list-style-type: none"> Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) 		
EMPLOYEE ACKNOWLEDGEMENT		
I have read and understand the duties listed above and I 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 the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT		
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