



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 06/18/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5157-801	
BUREAU/UNIT Human Resources		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE HR Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I (Supervisory), the Staff Services Analyst performs a wide variety of consultative and analytical work within the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
45%	<p>Performs classification and pay (C&P) duties including but not limited to; utilizes the Examination and Certification Online System (ECOS) to develop and advertise job opportunities, request and process employment certification lists, and send employment inquiries; prepares Request for Personnel Action (RPA) packages and routes for approval; reviews duty statements to ensure duties align with classification specifications and are being allocated appropriately; reviews and provides suggestions on interview questions and screening criteria; works with HR support staff on interview coordination and scheduling; analyzes, approves and/or makes recommendations on proposed personnel actions for filling vacancies and reclassification of positions; reviews applications for minimum qualifications; performs basic salary and transfer determinations; performs basic salary reconstruction; reviews proposed duty statements to ensure the duties are aligned with the classification specification; offers suggestions, feedback, and changes on proposed duty statements from supervisors/managers; ensures duty statements are formatted appropriately, consistent language is used and appropriate working conditions and special requirements are noted; creates current and proposed duty statements for RPA packages, STD 625 Classification and/or Certification Action Requests, and other miscellaneous requests or projects; in collaboration with HR support staff, ensures electronic duty statements are saved in Microsoft TEAMS files and signed duty statements are maintained in the duty statement binders; assists supervisors/managers with questions regarding duty statements; signs duty statements.</p>		
20%	<p>Provides new employee orientation to new POST employees; meets with new employees on their first day and reviews new hire paperwork; reviews POST policies and how to access them in Microsoft TEAMS; provides information and answers questions related to available benefits including but not limited to: health, dental, vision and Savings Plus; provides timesheet training; explains leave accruals, usage, and options, and how to request time off; reviews and explains new employee training requirements and timelines; responsible for accurately completing and signing all new employee paperwork; schedules follow up meeting with new employee to review any outstanding paperwork and/or training and answer questions; coordinates exit process for separating employees; meets with separating employee to review the Separation checklist and provide any necessary paperwork and/or information.</p>		

10%	Assists with personnel related projects; performs research, prepares, and composes issue papers for review; assists with developing new and/or revised classification specifications; provides research and recommendations on personnel issues; interprets, explains, and applies civil service laws, rules and regulations; reviews and applies Memorandum of Understanding – Bargaining Unit language, POST policies and procedures, and governmental codes related to personnel related matters.
10%	Receives, logs, tracks, and files HR invoices; reviews invoices and routes to Personnel Officer for approval; maintains HR budget spreadsheet.
10%	Requests, coordinates, and performs Official Personnel File (OPF) and A01 eligibility checks for potential POST hires; coordinates, assists and performs OPF and A01 eligibility check requests for existing POST employees; requests and reviews signed authorizations and releases appropriate and if needed, redacted information.
NON-ESSENTIAL FUNCTIONS	
5%	Acts as back up to other HR staff; performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST Headquarters in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

Conflict of Interest Filing (Form 700) required Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE



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DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5393-801	
BUREAU/UNIT Human Resources		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE HR Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I (Supervisory), the Associate Governmental Program Analyst performs the more responsible, varied, and complex work within the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% of time performing duties Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)			
ESSENTIAL FUNCTIONS			
45%	Independently performs classification and pay (C&P) duties including but not limited to; utilizes the Examination and Certification Online System (ECOS) to develop and advertise job opportunities, request and process employment certification lists, and send employment inquiries; prepares Request for Personnel Action (RPA) packages and routes for approval; reviews duty statements to ensure duties align with classification specifications and are being allocated appropriately; reviews and provides suggestions on interview questions and screening criteria; works with HR support staff on interview coordination and scheduling; analyzes, approves and/or makes recommendations on proposed personnel actions for filling vacancies and reclassification of positions; completes STD 625 Classification and/or Certification Action Requests for review and approval; reviews applications for minimum qualifications; prepares withhold notices for review and approval; performs the more difficult and complex salary and transfer determinations; performs the more difficult and complex salary reconstruction; reviews and drafts duty statements; reviews proposed duty statements to ensure the duties are aligned with the classification specification; offers suggestions, feedback, and changes on proposed duty statements from supervisors/managers; ensures duty statements are formatted appropriately, consistent language is used and appropriate working conditions and special requirements are noted; creates current and proposed duty statements for RPA packages, STD 625 Classification and/or Certification Action Requests, and other miscellaneous requests or projects; in collaboration with HR support staff, ensures electronic duty statements are saved in Microsoft TEAMS files and signed duty statements are maintained in the duty statement binders; assists supervisors/managers with questions regarding duty statements; signs duty statements.		
20%	Provides new employee orientation to new POST employees; meets with new employees on their first day and reviews new hire paperwork; reviews POST policies and how to access them in Microsoft TEAMS; provides information and answers questions related to available benefits including but not limited to: health, dental, vision, Savings Plus; provides timesheet training; explains leave accruals, usage, and options, and how to request time off; reviews and explains new employee training requirements and timelines; responsible for		

	accurately completing and signing all new employee paperwork; schedules follow up meeting with new employee to review any outstanding paperwork and/or training and answer questions; coordinates exit process for separating employees; meets with separating employee to review the Separation checklist and provide any necessary paperwork and/or information; updates/revises related policies and training.
10%	Consults, advises, researches and makes recommendations and/or provides alternatives on personnel issues; prepares written analysis and recommendations to management for discussion on position proposals; coordinates and/or leads personnel related projects; performs desk audits; researches, prepares and composes issue papers; develops new and/or revised classification specifications; interprets, explains, and applies civil service laws, rules and regulations; reviews and applies Memorandum of Understanding – Bargaining Unit language, POST policies and procedures, and governmental codes related to personnel related matters.
10%	Receives, logs, tracks, and files HR invoices; reviews invoices and routes to Personnel Officer for approval; maintains HR budget spreadsheet; attends budget meetings on behalf of the Bureau Chief.
10%	Requests, coordinates, and performs Official Personnel File (OPF) and A01 eligibility checks for potential POST hires; coordinates, assists and performs OPF and A01 eligibility check requests for existing POST employees; requests and reviews signed authorizations and releases appropriate and if needed, redacted information; updates/revises related policies and procedures.
	NON-ESSENTIAL FUNCTIONS
5%	Acts as back up to other HR staff; performs other job-related duties within the scope of the classification.

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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