

**Proposed**  
**Department of Health Care Access and Information**  
**Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Administrative Services Human Resources Services Section Class and Pay, Exams, and Outreach	
<b>Position Number</b> 441-164-5142-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Associate Personnel Analyst	<b>Working Title</b> Classification & Pay Analyst	

<b>General Description</b> The Associate Personnel Analyst (APA) independently performs the more varied and complex analytical work in the Classification and Pay Unit (C&P) within Human Resources Services (HRS). The incumbent is responsible for providing consultation and guidance to managers and supervisors regarding the Departments Request for Personnel Action (RPA) and may serve as HRS management liaison between the Department of Health Care Access and Information (HCAI) and various control agencies.	
<b>Supervision Received</b>	Incumbent reports directly to the Staff Services Manager I.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires prolonged sitting, use of telephone and video data terminals, and frequent contact with employees and the public. Core business hours of work are from 8:00 a.m. to 5:00 p.m. May require minimal travel. Occasional overtime may be required.

<b>Job Duties</b> E = Essential, M = Marginal		
40%	E	Independently review and analyze the more complex RPA packages to ensure positions are appropriately classified and allocated, and duties are appropriate to the requested classification. Research and interpret California civil service law, rules, policies and procedures to provide consultation and guidance to management on personnel issues, including classification allocation, organizational changes, and staffing alternatives. Ensure the accuracy and completion of recruitment and hiring requests, which includes the gathering and preparation of necessary hiring documentation to comply with the California Department of Human Resources' (CalHR) established Best Hiring Practices. This includes consultation with management and staff responsible for RPA package preparation, and training staff in these areas as needed. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives.
40%	E	Independently develops, reviews, analyzes, and evaluates the more complex duty statements, organizational structures, grievances, merit issue complaints, Compelling Management Needs, Exceptional Allocations, and policies and procedures. Performs desk audits to determine the most appropriate classifications for specific positions.

10%	E	Assist in the development of departmental Human Resources processes and procedures, and propose recommendations to management involving the explanation, interpretation, and application of laws, rules, policies, and procedures of the California civil service system. Maintain and update the HCAI C&P SharePoint site as needed. Attend and represent HRS at various meetings and forums and provide update to HRS management.
5%	E	Perform lead functions to support the C&P Unit. Act as a subject matter expert in the development of HR related trainings.
5%	M	Perform other duties as assigned.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Conduct self as a role model within the organization.
- Understand and maintain a high degree of confidentiality.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Understand that all work performed for HCAI belongs to and shall remain the property of HCAI.

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**To Be Signed by the Employee and Immediate Supervisor**

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date

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**Department of Health Care Access and Information**  
**Duty Statement**

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Administrative Services Human Resources Services Section Class and Pay, Exams, and Outreach	
<b>Position Number</b> 441-164-5157-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid
<b>Classification</b> Staff Services Analyst	<b>Working Title</b> Classification & Pay Analyst	

<b>General Description</b> The Staff Services Analyst (SSA) performs varied analytical work in the Classification and Pay (C&P) Unit within Human Resources Services Section (HRSS). The incumbent is responsible for providing consultation and guidance to managers and supervisors regarding the Department of Health Care Access and Information's (HCAI) Request for Personnel Action (RPA) Process and may serve as HRS management liaison between HCAI and various control agencies.	
<b>Supervision Received</b>	Incumbent reports directly to the Staff Services Manager I.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.
<b>Typical Working Conditions</b>	Requires prolonged sitting, use of telephone and video data terminals, and frequent contact with employees and the public. Core business hours of work are from 8:00 a.m. to 5:00 p.m. May require minimal travel. Occasional overtime may be required.

<b>Job Duties</b> E = Essential, M = Marginal		
50%	E	Review and analyze RPA packages to ensure positions are appropriately classified and allocated, and duties are appropriate to the requested classification. Research and interpret California civil service law, rules, policies and procedures to provide consultation and guidance to management on personnel issues, including classification allocation, organizational changes, and staffing alternatives. Ensure the accuracy and completion of recruitment and hiring requests, which includes the gathering and preparation of necessary hiring documentation to comply with the California Department of Human Resources' (CalHR) established Best Hiring Practices. This includes consultation with management and staff responsible for RPA package preparation, and training staff in these areas as needed. Communicates with programs to understand organizational needs and provide appropriate solutions are alternatives.
30%	E	Develop, review, analyze, and evaluate documents, including but not limited to: duty statements, organizational structures, grievances, merit issue complaints, Compelling Management Needs, Exceptional Allocations, and policies and procedures. May perform desk audits to determine the most appropriate classifications for specific positions.

- 15%     E     Assist in the development of departmental Human Resources processes and procedures, and propose recommendations to management involving the explanation, interpretation, and application of laws, rules, policies and procedures of the California civil service system. Maintain and update the HCAI C&P SharePoint site as needed. Attend and represent HRS at various meetings and forums and provide update to HRS management as needed.
  
- 5%     M     Perform other duties as assigned.

**Other Expectations**

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Conduct self as a role model within the organization.
- Understand and maintain a high degree of confidentiality.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Understand that all work performed for HCAI belongs to and shall remain the property of HCAI.

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I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

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Supervisor Signature/Date