

## DUTY STATEMENT

Employee Name:

Classification: Staff Services Analyst	Position Number: 580-820-5157-904
Working Title: Personnel Liaison	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-time
Center/Office/Division: Center for Health Care Quality/	Branch/Section/Unit: Resource & Operations Management Branch, Personnel & Business Services, Personnel Liaison Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by independently providing support to the Center for Health Care Quality (CHCQ) and serving as a Personnel Liaison for the CHCQ, performing work of average difficulty in a wide variety of consultative, sensitive, confidential, administrative and analytical duties assigned by management. Assist with developing and coordinating the most complex personnel management proposals related to position recruitment and management. The incumbent tracks and maintains an accurate account of all filled/vacant positions and workload allocations. Responsible for providing consultative services and recommendations to upper management relative to, guidelines, rules and procedures related to positions and position actions.

The incumbent works under the supervision of the Staff Services Manager I.

### Special Requirements

Conflict of Interest (COI)

- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:

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**Essential Functions (including percentage of time)**


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40% PERSONNEL LIAISON – Center for Health Care Quality  
Approximate Staff Size: 300 - 350 employees

Serves as the Personnel Liaison for the Center to Human Resources Division (HRD), providing clarification and information on complex position history and verification, requests for reclassification or redirection of existing positions. Creates, revises and maintains the Center organizational charts. Writes job opportunity advertisements. Responsible for the development and coordination the most complex personnel management proposals and their related justification documents and supporting materials.

Initiate the Request for Personnel Action (RPA) for hiring and separations in the Online Appointment & Separation Information System (OASIS). Responsible for attaching all appropriate documents to RPAs including organizational charts, duty statements, applications, final Absence and Additional Time Worked Report (STD 634), exit clearance, etc.). Collects benefit forms from employees and submits to HRD. Reviews classification duties by utilizing direction and approved procedures from the HRD. Assists the Center management with the development of analysis of the essential duties identified in the job specifications against the duties indicated in the duty statement to determine appropriate classifications. Confers with the hiring managers and obtain an accurate and detailed description of position history and current duty expectations. Assists the hiring managers with the development and finalizing professional and technical duty statements.

30% Assists the unit and serve as a consultant for CHCQ management and assist management in the development of screening criteria for application review, screening of applications, and writing interview questions; scheduling hiring interviews (location/panel/candidates, etc.); completes the Hire Above Minimum (HAM) documentations and attaches HAM requests and required pay stubs to the RPAs. Researches and develops alternatives through a variety of resources, keeping up-to-date on HRD policy and procedure changes. Provides guidance to new managers on how to complete their hires and separations. Follows up with managers on annual CalHR and HRB 1005 audits.

15% Assists the lead analysts to maintain the audits and updates the Center Personnel database to ensure that positions improvements are continuous. The incumbent also ensures positions are allocated correctly. Provide consultation to high-level management regarding the impact of turnovers. Independently gather, compile, populate, edit, and interpret structured and unstructured data as related to the Center Turnover and Retention. Analyzes, prepares, revises and monitors

personnel related reports such as: the CHCQ allocation report, the Surveyor recruitment report, separation report, turnover report, hiring stats, weekly & monthly vacancy report. Assists the lead analyst to create complex graphs, charts, and trend information for vacancy, recruitment and retention reports. Surveyor hiring stats, CHCQ Employee Recruitment Report, and RPA processing time report, CHCQ Employee Retention Report, Blanket Report, supervisor hiring report, separation report. Participate in various meetings with management. Collects the data and provide to the Retention Unit for the HFEN report and analysis. Answers questions on the Employee Master File and Unfunded Employee Master File. Maintains position history records for separated surveyors.

10% Conducts Weekly Conference calls with districts offices. Distributes employee checks on payday. Maintains the recruitment website for the Nurses. Responds to phone calls and emails from HFEN candidates and provide JC information to candidates.

**Marginal Functions (including percentage of time)**

5% Performs other work related assignments and special projects as designated by management.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: S.Kandhro	Date 6/18/2020		