

**California Department of Corrections & Rehabilitation**  
**Office of Personnel Services**  
**Duty Statement**

**STAFF SERVICES ANALYST**  
**Classification and Pay Section**  
**065-573-5157-XXX**

Under the supervision of the Staff Services Manager I, Office of Personnel Services (OPS), the Staff Services Analyst (SSA) acts as the primary OPS contact for designated institutions/facilities//programs. The SSA is responsible for facilitating seamless personnel services among the institution/facility//program and OPS staff through the position allocation, recruitment, and hiring/appointment processes. This position requires the use of Business Information System (BIS) for many daily activities. OPS staff is expected to utilize BIS on an on-going basis as required by their position and duties, which may vary. The incumbent performs analytical staff work of average complexity relating to the personnel management functions for the Department; provides advice and consultation to supervisors, managers and liaisons; meets and confers with various control agencies, such as the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), and California Public Employees' Retirement System (CalPERS), etc. in order to resolve issues as necessary. Participates in periodic on-site audits of personnel activities and provides verbal and written report of findings including recommendations for corrective actions.

Under guidance, performs the following duties:

- 45% Acts as the primary OPS contact, provides customer service to facilitate seamless provision of personnel services through the recruitment and hiring/appointment processes, and serves as a Subject Matter Expert on various personnel related workgroups and projects. Reviews and approves requests for a variety of classification and pay actions including transfers, training and development assignments, retired annuitants, reinstatements, hiring above minimum, alternate pay ranges, out of class assignments, etc. Makes transfer, salary, and minimum qualifications determinations in accordance with appropriate laws and rules. Performs position allocation analyses consistent with the State's classification and pay plan. Prepares exceptional allocation justification and documents. Prepares compelling management need assignments. Investigates and prepares written responses to grievances and merit issue complaints. Meets and confers with CalHR and SPB to obtain approvals and/or resolve issues.
- 25% Provides personnel management consultation to supervisors, managers and liaisons on the appropriate interpretation and application of personnel laws, rules, policies, and procedures. Recommends appropriate courses of action. Explains personnel laws, rules, and policies to employees, labor relations, legal affairs, and other staff. Confers with CalHR and SPB on the interpretation and application of laws, rules, regulations, government codes, etc. Participates in hearings before SPB, CalHR, and the Victim Compensation and Government Claims Board (VCGCB) as necessary.

- 15% Conducts classification and pay and other projects. Prepares and/or revises classification specifications and Departmental allocation standards. Prepares reports for special projects. Participates in labor negotiations regarding the development of, or changes to, classification specifications.
- 10% Assists in the development and preparation of policy and/or procedural memoranda. Prepares written analyses on a variety of requests and written responses to various correspondences.
- 5% Assists in conducting on-site audits of personnel activities. Provides verbal and written reports of findings including recommended corrective actions. Prepares written responses to claims from the VCGCB. Attends staff meetings and required training. Performs other related duties as required.

Occasional travel required to Department work locations statewide may be required.

**I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND  
HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

_____ EMPLOYEE'S NAME (Print)	_____ EMPLOYEE'S SIGNATURE	_____ DATE
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**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

_____ SUPERVISOR'S NAME (Print)	_____ SUPERVISOR'S SIGNATURE	_____ DATE
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements.

**California Department of Corrections & Rehabilitation**  
**Office of Personnel Services**  
**Duty Statement**

**ASSOCIATE PERSONNEL ANALYST**  
**Classification and Pay Section**  
**065-573-5142-XXX**

Under the general direction of the Staff Services Manager I, Office of Personnel Services (OPS), the Associate Personnel Analyst (APA) acts as the primary OPS contact for designated institutions/facilities/programs. The APA is responsible for facilitating seamless personnel services among the institution/facility/programs/ and OPS staff through the position allocation, recruitment, and hiring/appointment processes. This position requires the use of Business Information System (BIS) for many daily activities. OPS staff is expected to utilize BIS on an on-going basis as required by their position and duties, which may vary. The incumbent takes initiative and independently performs the more complex analytical staff work as it relates to the personnel management functions for the Department. Meets and confers with various control agencies, such as the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), and California Public Employees' Retirement System (CalPERS), etc. in order to resolve issues as necessary. Participates in periodic on-site audits of personnel activities and provides verbal and written report of findings including recommendations for corrective actions.

Independently performs the following duties:

- 45% Acts as the primary OPS contact, provides personnel management consultation to supervisors, managers, liaisons, and employees on the appropriate interpretation and application of personnel laws, rules, regulations, and Departmental policies and procedures to facilitate seamless provision of personnel services through the recruitment and hiring/appointment processes. Serves as a Subject Matter Expert on various personnel related workgroups and projects. Recommends and facilitates the implementation of appropriate courses of action by explaining personnel laws, rules, regulations, and Departmental policies and procedures to employees, labor relations, legal affairs, etc. Independently reviews and approves requests for a variety of classification and pay actions, such as Requests for Personnel Actions (RPAs) hiring documents for appointments, transfer determinations and salary exceptions, training and development assignments, retired annuitant, reinstatements, hiring-above-minimum, compelling management need assignments, alternate pay ranges, out-of-class assignments, etc. in accordance with appropriate laws, rules, and regulations.
- 40% Researches and prepares verbal and written analyses on correspondences, grievances, merit issue complaints, dates of entitlements, etc.
- 10% Independently conducts various classification and compensation projects. Prepares and/or revises classification specifications, allocation standards,

alternate range criteria, pay differentials, etc. Performs position allocation analyses. Prepares reports for special projects.

- 5% Conducts on-site audits of personnel activities. Meets and confers with control agencies, such as CalHR, SPB, SCO, CalPERS, and Department of Finance staff to obtain approvals and/or resolve issues as necessary including the interpretation and application of laws, rules, regulations, government codes, etc. May represent the Department at various meetings regarding classification and compensation issues including hearings before control agencies and the California Victim Compensation and Government Claims Board. Identifies the need for and prepares policy and/or procedural memoranda. Attends staff meetings and required training. Performs other related duties as required.

Occasional travel required to Department work locations statewide may be required.

**I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

_____ EMPLOYEE'S NAME (Print)	_____ EMPLOYEE'S SIGNATURE	_____ DATE
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**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

_____ SUPERVISOR'S NAME (Print)	_____ SUPERVISOR'S SIGNATURE	_____ DATE
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements.