CalPERS

Duty Statement

Classification: **Associate Governmental Program Analyst**   <mark>JC-272246</mark>

Position Number: **275-330-5393-910**   HCM#: **9427**

Branch/Section: **Human Resources Division, Talent Acquisition Section, Employment Services Unit**2

Location: **Sacramento, CA**   Effective Date: **October 15, 2021**

Working Title: **Employment Services Analyst**

Collective Bargaining Identifier (CBID): **R01**   Supervision Exercised: ☐ **Yes**   ☒ **No**

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions. The HRSD is also responsible for enterprise learning and development, engagement, wellness, and career services and outreach.

The Employment Services Unit (ESU) is responsible for administering the hiring and selection process, which consists of examinations, recruiting, and onboarding. In this full journey level position, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments. Under direction of the Staff Services Manager I, Employment Services Unit, the incumbent is responsible for independently providing a full range of complex, consultative, and analytical duties, including, but not limited to:

Essential Functions

45%   Independently provides consultation and guidance to team leaders and Human Resources Liaisons (HRL) through the hiring and selection process and works to resolve selection issues. Meets with team leaders and HRLs to develop recruitment strategies to find the best candidate for the job based on competencies. Assists team leaders in the development of application screening criteria and job opportunity bulletin documentation to initiate the selection process using the Start Talent Acquisition Request (STAR) system. Uses the Exam and Certification Online System (ECOS) to post job opportunities, and manage and complete, the selection process. Assists team leaders to develop and refine interview materials based on competencies, desirables, industry best practices, and the civil service merit system laws and rules set forth by CalHR. Consults with team leaders on hiring options. Evaluates and makes a determination on candidate's eligibility for appointment based on their prior experience and/or education to complete the Minimum Qualification (MQ) process and document as appropriate. May require interaction with candidates to collect additional information. Where appropriate, place withholds on the certification list for those that do not meet the MQs and advise team leaders how to proceed with their recruitment. Conducts salary determinations and approves final hires. Utilizes the SCO database to verify employment history and current salary of candidates.

15%   Independently completes the various technical phases of all CalPERS delegated, decentralized, open, promotional, and continuous testing examination programs, utilizing the CalHR Legacy and ECOS systems. Consults with Division Chiefs, team leaders of all levels, and their recommended Subject Matter Experts (SMEs) on the development and construction of civil service examinations, which includes manually developing the exams and/or creating the online examination using various electronic platforms. Independently prepares examination announcements and all other examination related documents and forms

such as rating guides and supplemental applications. Processes exams from start to finish which includes, reviewing applications for MQs, administering and scoring the exam, and inputting scores in ECOS. Coordinates CalPERS' participation in the CalHR administered examinations by providing SMEs to help develop statewide examinations. Researches, develops, implements, and maintains automated systems to enhance CalPERS examinations processes.

10%   Independently develops and/or refreshes the job analysis prior to a new examination administration or as needed by developing job-related examination questions and rating criteria; develops exam materials that link back to the tasks and Knowledge, Skills, and Abilities of the classification; determines efficient and valid exam components for individual exams and tracks job analysis conducted and needed. In preparation for the job analysis, conducts research on the size of the classification, resources, geographical locations of worksites, and available SMEs. Works with business partners to identify the work behaviors in performing the job, along with the essential requirements of the job. Ensures the job analysis methodology used is properly documented and maintained in the job analysis report. Maintains a tracking system for each job analysis conducted and renewal dates, while ensuring the confidentiality of the job analysis process.

10%   Acts as the SME, coordinator and/or backup for Training and Development Assignments, Limited Examination and Appointment Program (LEAP), LinkedIn, Psychological Exam Proctor, SharePoint, accessibility, and other ESU roles. Acts as an administrator or backup to common HR systems, such as ECOS, STAR, Pagemaster, Survey Monkey, and other similar programs. Develops, implements, and maintains procedures, desk manual, guidelines, and resources. Participates in discussions and makes recommendations to improve and LEAN processes. Attends trainings and meetings to broaden skills and knowledge of the latest recruitment, selection, interview, and examination techniques and communicates changes to the ESU and leadership teams.

10%   Independently researches, analyzes, and responds to Merit Issue Complaints, Exam Withhold Appeals, Ethics Help Line, and other complaints related to the selection process, which includes gathering and analyzing facts related to specific hires, creating a chronological history of events leading up to the hire, and preparing a file of reference documents for review by the HRSD leadership team. Apprises leadership of complaints being researched, their results, and emerging issues that may arise through the process.

5%   Independently develops, designs, and delivers of a variety of presentations, trainings, and/or other communications related to the selection process, policies, and procedures, including but not limited to, HRL Training, LEADER Training, SSE Training, ECOS and STAR systems, etc., for both large and small audiences. Acts as a representative of ESU and/or the Talent Acquisition section during meetings, trainings, division-wide projects, and/or enterprise-wide projects.

5%   Special projects such as developing and maintaining vacancy reports, position pooling, selection metrics, and other specific requests from assigned program areas, etc. Other duties and special projects as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Special Personal Requirements

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

Desirable Qualifications

- Knowledge of CalPERS and the State's personnel management policies, practices, and programs (PMPPM, PML's, Selection Manual, etc.).
- Knowledge of laws, rules, regulations, policies, Government Codes, and procedures affecting the selection processes used in State departments.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, and PowerPoint.
- Skill in applying principles and practices of public personnel management.
- Skill in applying principles and practices related to the selection hiring materials.
- Ability to organize and establish workload priorities and work well under pressure.
- Ability to handle multiple tasks and meet deadlines.
- Work effectively both independently and cooperatively with others.

Conduct, Attendance, and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality, and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____   **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____   **Date**:

CalPERS

Duty Statement

Classification: **Staff Services Analyst**   <mark>JC-272246</mark>

Position Number: **275-330-5157-910**   HCM#: **9427**

Branch/Section: **Human Resources Division, Talent Acquisition Section, Employment Services Unit 2**

Location: **Sacramento, CA**   Effective Date: **October 15, 2021**

Working Title: **Employment Services Analyst**

Collective Bargaining Identifier (CBID): **R01**   Supervision Exercised: ☐ **Yes** ☒ **No**

Under delegation from the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), the CalPERS Human Resources Division (HRSD) is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions. The HRSD is also responsible for enterprise learning and development, engagement, wellness, and career services and outreach.

The Employment Services Unit (ESU) is responsible for administering the hiring and selection process, which consists of examinations, recruiting, and onboarding. In this entry through first journey position, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments. Under supervision of the Staff Services Manager I, Employment Services Unit, the incumbent is responsible for providing a full range of analytical duties, including, but not limited to:

Essential Functions

45%   Under the guidance of the SSM I or lead, provides consultation and guidance to team leaders and Human Resources Liaisons (HRL) through the hiring and selection process and works to resolve selection issues. Meets with team leaders and HRLs to develop recruitment strategies to find the best candidate for the job based on competencies. Assists team leaders in the development of application screening criteria and job opportunity bulletin documentation to initiate the selection process using the Start Talent Acquisition Request (STAR) system. Uses the Exam and Certification Online System (ECOS) to post job opportunities and manage and complete, the selection process. Assists team leaders to develop and refine interview materials based on competencies, desirables, industry best practices and the civil service merit system laws and rules set forth by CalHR. Consults with team leaders on hiring options. Evaluates and makes a determination on candidate's eligibility for appointment based on their prior experience and/or education to complete the Minimum Qualification (MQ) process and document as appropriate. May require interaction with candidates to collect additional information. Where appropriate, place withholds on the certification list for those that do not meet the MQs and advise team leaders how to proceed with their recruitment. Conducts salary determinations and approves final hires. Utilizes the SCO database to verify employment history and current salary of candidates.

15%   Under the guidance of the SSM I or lead, completes the various technical phases of all CalPERS delegated, decentralized, open, promotional, and continuous testing examination programs, utilizing the CalHR Legacy and ECOS systems. Consults with Division Chiefs, team leaders of all levels, and their recommended SMEs on the development and construction of civil service examinations, which includes manually developing the exams and/or creating the online examination using various electronic platforms. Prepares examination

announcements and all other examination related documents and forms such as rating guides and supplemental applications. Processes exams from start to finish which includes, reviewing applications for MQ, administering and scoring the exam, and inputting scores in ECOS. Coordinates CalPERS' participation in the CalHR administered examinations by providing SMEs to help develop statewide examinations. Researches, develops, implements, and maintains automated systems to enhance CalPERS examinations processes.

10%   Under the guidance of the SSM I or lead, develops and/or refreshes the job analysis prior to a new examination administration or as needed by developing job-related examination questions and rating criteria; develops exam materials that link back to the tasks and Knowledge, Skills, and Abilities of the classification; determines efficient and valid exam components for individual exams and tracks job analysis conducted and needed. In preparation for the job analysis, conducts research on the size of the classification, resources, geographical locations of worksites, and available SMEs. Works with business partners to identify the work behaviors in performing the job, along with the essential requirements of the job. Ensures the job analysis methodology used is properly documented and maintained in the job analysis report. Maintains a tracking system for each job analysis conducted and renewal dates, while ensuring the confidentiality of the job analysis process.

10%   Acts as the SME, coordinator, and/or backup for Training and Development Assignments, Limited Examination and Appointment Program (LEAP), LinkedIn, Psychological Exam Proctor, SharePoint, accessibility, and other ESU roles. Acts as an administrator or backup to common HR systems, such as ECOS, STAR, Pagemaster, Survey Monkey, and other similar programs. Develops, implements, and maintains procedures, desk manual, guidelines, and resources. Participates in discussions and makes recommendations to improve and LEAN processes. Attends trainings and meetings to broaden skills and knowledge of the latest recruitment, selection, interview, and examination techniques and communicates changes to the ESU and leadership teams.

10%   Researches, analyzes, and responds to Merit Issue Complaints, Exam Withhold Appeals, Ethics Help Line, and other complaints related to the selection process, which includes gathering and analyzing facts related to specific hires, creating a chronological history of events leading up to the hire, and preparing a file of reference documents for review by the HRSD leadership team. Apprises leadership of complaints being researched, their results, and emerging issues that may arise through the process.

5%   Assists in the development, design, and delivery of a variety of presentations, trainings, and/or other communications related to assigned roles and the selection process, policies, and procedures, including but not limited to, HRL Training, LEADER Training, SSE Training, ECOS and STAR systems, etc., for both large and small audiences. Acts as a representative of ESU and/or the Talent Acquisition section during meetings, trainings, division-wide projects, and/or enterprise-wide projects.

5%   Special projects such as developing and maintaining vacancy reports, position pooling, selection metrics, and other specific requests from assigned program areas, etc. Other duties and special projects as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Special Personal Characteristics

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

Desirable Qualifications

- Knowledge of CalPERS and the State's personnel management policies, practices, and programs (PMPPM, PML's, Selection Manual, etc.).
- Knowledge of laws, rules, regulations, policies, Government Codes, and procedures affecting the selection processes used in State departments.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, and PowerPoint.
- Skill in applying principles and practices of public personnel management.
- Skill in applying principles and practices related to the selection hiring materials.
- Ability to organize and establish workload priorities and work well under pressure.
- Ability to handle multiple tasks and meet deadlines.
- Work effectively both independently and cooperatively with others.

Conduct, Attendance, and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality, and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date**: