

Department of Real Estate**Position Duty Statement**

RE 108 (rev. 07/20)

Employee's Name	
Classification Title	Division/Section/Unit
Associate Personnel Analyst	Administrative Services/Human Resources
Working Title	Geographic Location
Examination and Recruitment Analyst	Sacramento
Position Number	Effective Date
414-120-5142-XXX	

Under general direction of the Staff Services Manager I, Associate Personnel Analyst (APA) will be responsible for performing the full range of examination and recruitment duties for the Department. The APA will independently perform varied analytical work at the journey-level on projects related to job analysis, examinations, and recruitments. The incumbent will provide consultation and assistance to management and staff in the interpretation and application of state civil service laws, rules, and related departmental policies and procedures related to the hiring process, job analysis, examinations and recruitments along with initiates or recommends changes that promote innovative solutions to meet customer needs. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

30% Coordinate and administer a variety of examinations, including CEAs. Meet with SMEs to develop examinations such as oral interview questions, supplemental applications and written test items to ensure conformance with critical class requirements. Establish job-related pass points and rating guides for a variety of selection procedures using examination statistics and SMEs input. Develop and process civil service examinations to ensure fair, thorough and timely examinations. Analyze and assess the Department's selection needs; meet with the program managers to determine selection needs; meet with the SMEs and hiring supervisors/managers to plan and develop appropriate selection mechanisms for exams and/or vacant positions; research alternative selection methods within State Personnel Board (SPB) guidelines and make recommendations for exam development. Research and analyze historical examination files; determine appropriate examinations, scope, base and timeframes; develop examination plans, justifications and post examination bulletins; analyze and conduct application review on varying degrees of complex classifications to ensure candidates meet the minimum qualifications; coordinate and schedule written exam and the interview phase of the exam; secure chairpersons and members for interview panels, identify location of interviews, secure and reserve the necessary facilities and equipment; develop and prepare panel orientation packages; and present panel orientations to panel members. **(E)**

Assist in the recruitment and selection of employees including evaluating screening criteria, interview questions, and other recruitment tools to ensure compliance with laws, rules, guidelines and CalHR best practices; communicate with hiring supervisors and managers when revisions are necessary. Generate various exam and statistical reports; request examination information using California Department of Human Resources'

(CalHR) automated on-line systems (Legacy, Examination and Certification Online System (ECOS)). Create and maintain confidential examination files. (E)

- 25%** Conduct research and interpret laws, rules and regulations as they apply to the State's classification plan for the purpose of advising program management on appropriate hiring practices, along with classification and compensation issues. Provide excellent customer service to Department supervisors and managers by taking a proactive approach to identify program needs and take action to identify needs and develop resolutions. Prepare Request for Personnel Actions (RPA) documents, memoranda of justification, duty statements, classification specifications, allocation guidelines, job posting requests, and organizational charts. Provide viable alternate solutions and recommendations to hiring managers and supervisors in support of the establishment and proper allocation of positions, recruitment strategies, staffing alternatives, and process improvement. Research program and departmental history to prepare information regarding workplace and organizational changes that could impact the organization. Collaborate with management to draft processes and guidelines for DRE activities. (E)
- 20%** Develop and post job opportunity bulletins utilizing ECOS. Perform certification activities such as establishing and maintaining certification lists; creating, printing, and processing employment contact letters; scanning and uploading employment application packages to ECOS; removing protected and/or confidential information from applications and redacting personal confidential information; coding certification lists based on employment applications received; processing certification list clearances; and approve requests for transfer of list eligibility, appropriate list use, and Temporary Appointment Authorization. Research, interpret and apply laws, rules, and regulations as it relates to the examination process; verify candidate's hiring eligibility; analyze and evaluate applications and other relevant information pertaining to the candidate's work experience and education to determine if minimum qualifications are met; and contacts other State departments to obtain employment history if needed. Independently conduct job analysis and test validation studies on classifications by working with Subject Matter Experts (SMEs) to ensure the development and administration of job-related, examination procedures/instruments that comprise the examination process. Create, edit, and finalize task and knowledge, skills and ability statements to ensure they are comprised of required components. Facilitate ratings and compile results in order to facilitate job analysis report. Represent and serve as the chairperson on examination interviews. Coordinate and proctor written examinations. Traveling is required occasionally to different satellite offices to administer and/or facilitate an exam, training, meetings when required. (E)
- 15%** Develop policies & procedures relating to examinations processing, interpret and explain civil service laws, rules and procedures related to the examination process, appeals, etc. Interpret and apply departmental policies, procedures and civil service laws, rules, regulations and procedures to exam issues and personnel-related problems. Consult and negotiate with managers and analysts at CalHR and other state agencies. (E)
- 5%** Interpret and apply civil service laws, rules, policies, and procedures to daily work. Review salary determinations; provide technical guidance in analyzing and determining the application of hire-above-minimum requests, alternate range criteria, and salary setting. Determine and review reinstatement rights for Career Executive Assignments (CEA) and Exempt employees. Research and respond to Merit Issue complaints. Ensure compliance with government codes, regulations, rules, and requirements on sensitive and confidential issues. Attend and participate in various internal and external meetings related to Human Resources; represent the Department as needed. (E)

5% Perform other duties as related to fulfil the Department of Real Estate's mission, goals and objectives. (M)

B. Supervision Received

The Associate Personnel Analyst reports directly to, and receives the majority of assignments from, the Staff Services Manager I; however, direction and assignments may also come from the Staff Services Manager III, Assistant Commissioner of Administrative Services, the Chief Deputy Commissioner or the Commissioner of the DRE.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Associate Personnel Analyst will be responsible for maintaining professional communication and conduct when communicating with DRE employees, supervisors, managers and leaders; with control agencies staff, Agency and Governor's Office staff, union representatives, other State department employees and the general public.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management, staff, the public and control agencies. This could also result in illegal personnel actions and the inability of DRE management to meet its mission and objectives. Errors could result in placing the DRE at risk for grievances, legal actions and possible loss of delegation.

G. Functional Requirements

The Associate Personnel Analyst works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. The employee must be able to remain in a stationary position 50% of the time, and must occasionally move about inside the office to access files and documents from the file cabinets and office machinery (i.e. printer, fax machine, copy machine).

H. Other Information

The Associate Personnel Analyst is expected to travel occasionally, when necessary to attend training, meetings, or conducting examinations. The incumbent must possess good communication skills, good writing skills, use good judgement in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management and DRE needs. The incumbent is responsible for maintaining the security and confidentiality of any forms or documents that contain Social Security Numbers they may access in the course of their duties.

Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DRE's CORI procedures, clearance shall be maintained while employed in a CORI-designated position.

Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

Rev: 04/2022

Department of Real Estate**Position Duty Statement**

RE 108 (rev. 07/20)

Employee's Name	
Classification Title	Division/Section/Unit
Staff Services Analyst	Administrative Services/Human Resources
Working Title	Geographic Location
Examination and Recruitment Analyst	Sacramento
Position Number	Effective Date
414-120-5157-XXX	

Under general direction of the Staff Services Manager I, Staff Services Analyst (SSA) will be responsible for performing the full range of examination and recruitment duties for the Department. The SSA will perform varied analytical work at the journey-level on projects related to job analysis, examinations, and recruitments. The incumbent will provide consultation and assistance to management and staff in the interpretation and application of state civil service laws, rules, and related departmental policies and procedures related to the hiring process, job analysis, examinations and recruitments along with initiates or recommends changes that promote innovative solutions to meet customer needs. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

25% Coordinate and administer a variety of examinations, including CEAs. Meet with SMEs to develop examinations such as oral interview questions, supplemental applications and written test items to ensure conformance with critical class requirements. Establish job-related pass points and rating guides for a variety of selection procedures using examination statistics and SMEs input. Develop and process civil service examinations to ensure fair, thorough and timely examinations. Analyze and assess the Department's selection needs; meet with the program managers to determine selection needs; meet with the SMEs and hiring supervisors/managers to plan and develop appropriate selection mechanisms for exams and/or vacant positions; research alternative selection methods within State Personnel Board (SPB) guidelines and make recommendations for exam development. Research and analyze historical examination files; determine appropriate examinations, scope, base and timeframes; develop examination plans, justifications and post examination bulletins; analyze and conduct application review on varying degrees of complex classifications to ensure candidates meet the minimum qualifications; coordinate and schedule written exam and the interview phase of the exam; secure chairpersons and members for interview panels, identify location of interviews, secure and reserve the necessary facilities and equipment; develop and prepare panel orientation packages; and present panel orientations to panel members. **(E)**

Assist in the recruitment and selection of employees including evaluating screening criteria, interview questions, and other recruitment tools to ensure compliance with laws, rules, guidelines and CalHR best practices; communicate with hiring supervisors and managers when revisions are necessary. Generate various exam and statistical reports; request examination information using California Department of Human Resources'

(CalHR) automated on-line systems (Legacy, Examination and Certification Online System (ECOS)). Create and maintain confidential examination files. (E)

- 20%** Conduct research and interpret laws, rules and regulations as they apply to the State's classification plan for the purpose of advising program management on appropriate hiring practices, along with classification and compensation issues. Provide excellent customer service to Department supervisors and managers by taking a proactive approach to identify program needs and take action to identify needs and develop resolutions. Prepare Request for Personnel Actions (RPA) documents, memoranda of justification, duty statements, classification specifications, allocation guidelines, job posting requests, and organizational charts. Provide viable alternate solutions and recommendations to hiring managers and supervisors in support of the establishment and proper allocation of positions, recruitment strategies, staffing alternatives, and process improvement. Research program and departmental history to prepare information regarding workplace and organizational changes that could impact the organization. Collaborate with management to draft processes and guidelines for DRE activities. (E)
- 20%** Develop and post job opportunity bulletins utilizing ECOS. Perform certification activities such as establishing and maintaining certification lists; creating, printing, and processing employment contact letters; scanning and uploading employment application packages to ECOS; removing protected and/or confidential information from applications and redacting personal confidential information; coding certification lists based on employment applications received; processing certification list clearances; and approve requests for transfer of list eligibility, appropriate list use, and Temporary Appointment Authorization. Research, interpret and apply laws, rules, and regulations as it relates to the examination process; verify candidate's hiring eligibility; analyze and evaluate applications and other relevant information pertaining to the candidate's work experience and education to determine if minimum qualifications are met; and contacts other State departments to obtain employment history if needed. Conduct job analysis and test validation studies on classifications by working with Subject Matter Experts (SMEs) to ensure the development and administration of job-related, examination procedures/instruments that comprise the examination process. Create, edit, and finalize task and knowledge, skills and ability statements to ensure they are comprised of required components. Facilitate ratings and compile results in order to facilitate job analysis report. Represent and serve as the chairperson on examination interviews. Coordinate and proctor written examinations. Traveling is required occasionally to different satellite offices to administer and/or facilitate an exam, training, meetings when required. (E)
- 20%** Develop policies & procedures relating to examinations processing, interpret and explain civil service laws, rules and procedures related to the examination process, appeals, etc. Interpret and apply departmental policies, procedures and civil service laws, rules, regulations and procedures to exam issues and personnel-related problems. Consult and negotiate with managers and analysts at CalHR and other state agencies. (E)
- 10%** Interpret and apply civil service laws, rules, policies, and procedures to daily work. Review salary determinations; provide technical guidance in analyzing and determining the application of hire-above-minimum requests, alternate range criteria, and salary setting. Determine and review reinstatement rights for Career Executive Assignments (CEA) and Exempt employees. Research and respond to Merit Issue complaints. Ensure compliance with government codes, regulations, rules, and requirements on sensitive and confidential issues. Attend and participate in various internal and external meetings related to Human Resources; represent the Department as needed. (E)

5% Perform other duties as related to fulfil the Department of Real Estate's mission, goals and objectives. (M)

B. Supervision Received

The Staff Services Analyst reports directly to, and receives the majority of assignments from, the Staff Services Manager I; however, direction and assignments may also come from the Staff Services Manager III, Assistant Commissioner of Administrative Services, the Chief Deputy Commissioner or the Commissioner of the DRE.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Staff Services Analyst will be responsible for maintaining professional communication and conduct when communicating with DRE employees, supervisors, managers and leaders; with control agencies staff, Agency and Governor's Office staff, union representatives, other State department employees and the general public.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management, staff, the public and control agencies. This could also result in illegal personnel actions and the inability of DRE management to meet its mission and objectives. Errors could result in placing the DRE at risk for grievances, legal actions and possible loss of delegation.

G. Functional Requirements

The Staff Services Analyst works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. The employee must be able to remain in a stationary position 50% of the time, and must occasionally move about inside the office to access files and documents from the file cabinets and office machinery (i.e. printer, fax machine, copy machine).

H. Other Information

The Staff Services Analyst is expected to travel occasionally, when necessary to attend training, meetings, or conducting examinations. The incumbent must possess good communication skills, good writing skills, use good judgement in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management and DRE needs. The incumbent is responsible for maintaining the security and confidentiality of any forms or documents that contain Social Security Numbers they may access in the course of their duties.

Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DRE's CORI procedures, clearance shall be maintained while employed in a CORI-designated position.

Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

Rev: 04/2022