



## DUTY STATEMENT

Classification: Associate Personnel Analyst	Position Number: 835-172-5142-710
Division/Office/Section: Human Resources Section / Performance Management and Policy Unit	
Location: Sacramento	Effective Date: 4/11/2022
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Elnora Jefferson	
Collective Bargaining Identifier (CBID): R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

### POSITION DESCRIPTION:

Under the general direction of the Department of Resources Recycling and Recovery's (CalRecycle), Performance Management and Policy Unit, Staff Services Manager I, the Associate Personnel Analyst is responsible to develop the most complex departmental Human Resources (HR) policies, processes, and procedures. The incumbent works independently without close supervision to create and revise policies and procedures and completes varied HR-related projects using advanced research, project management, and presentation skills. The incumbent reviews findings, analyzes data, and provides consultation to managers and other staff. The incumbent acts as a lead for HR for Disaster Preparedness, Response, and Recovery. The incumbent participates in meetings to resolve complex issues. The incumbent will be required to make presentations and present trainings in front of all levels of staff including executive management. The incumbent is expected to exhibit professional business writing skills, and work cooperatively with peers, managers, and professional staff to meet the needs of HR and the Department.

### ESSENTIAL FUNCTIONS

25% Independently research, interpret, and communicate current and newly issued HR policies from State control agencies (e.g., the California Department of Human Resources (CalHR), the California Public Employees' Retirement System, the California Environmental Protection Agency, the State Controller's Office) to impacted employees and HR staff, local and statewide. Plan, organize, write, and distribute policy and procedure memoranda, information bulletins, manuals, guides, and job aids. Ensure policies and procedures are approved by subject matter experts (SME) and stakeholders, such as the Office of Labor Relations and the Office of Legal Affairs.

25% Independently and proficiently completes difficult or complex HR audits or special assignments. The incumbent will analyze, interpret laws, rules, policies, procedures, and standards to ensure CalRecycle is in compliance and that overall objectives of the audit or special project are achieved. The incumbent will prepare comprehensive reports for management and may be required to present findings to executive management. Manage HR intranet content by organizing and uploading resources to the HR Documents Library.

15% Revise and develop departmental forms using Microsoft Office, Adobe, and other software programs and working with SMEs and stakeholders. Ensure all HR forms are current, meet ADA guidelines, and are available to employees.

15% Act as a single point of contact for HR regarding Disaster Preparedness, Response, and Recovery. Act as a lead and coordinate efforts between Classification and Pay, Transactions, Position Control, and Budgets to ensure prompt and accurate processing of hires, benefits, and pay for CalRecycle staff associated with the recovery efforts. Create and maintain monthly reports of all emergency hires to be reported to executive management and CalHR. **In a state of emergency, the percentage of these duties will be higher.**

- 10% Train HR staff and CalRecycle staff on policies and procedures related to HR. This will require public speaking and may require some travel.
- 5% Act as lead and single point of contact for the Position and Employee Tracking System (PETS).
- 5% Assists the Assistant Director of Administration, Finance & Information Technology Services Division with special projects and reports as needed.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>  I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: <i>This personnel transaction has been reviewed and approved by:</i></b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- Requires the utilization of a self-contained breathing apparatus.\*
- Operates heavy motorized vehicles.\*
- Requires repetitive movement of heavy objects.\*
- Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

**ESSENTIAL FUNCTIONS OF POSITION**

- VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- LIFTING** – You must be able to lift up to pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

**EMPLOYEE CERTIFICATION**

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

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Signature

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Date