

Current     Proposed

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Division/Unit</b> Administrative Services Division/HRO
<b>Working Title</b> HR Generalist	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-100-5393-705	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 6/24/2022

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### General Statement

Under the general direction of the Chief of Human Resources (SSM II), the Associate Governmental Program Analyst (AGPA) is an HR Generalist and responsible for a variety of personnel work for the Human Resources Office (HRO). The AGPA interprets and explains civil service law, rules, and procedures and makes recommendations to management to ensure sound personnel management practices. Duties include, but are not limited to, the following:

### Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	Review Request for Personnel Action (RPA) packages including, but not limited to, duty statements, position justifications, job postings, and organizational charts to ensure appropriate classification allocation. Analyze proposed personnel actions (e.g., appointments, transfers, out-of-class, Training and Development assignments, HAMS, etc.) to ensure conformity with merit-based hiring practices consistent with California Department of Human Resources and State Personnel Board's guidelines, laws, rules and department policies and procedures. Use Examination and Certification Online System (ECOS) to post job vacancies, CEA exams, order and clear certification lists and order contact letters. Verify candidate eligibility.
20%	(E)	Responsible for the ongoing administration of the Performance Management process. Provide guidance to supervisors and managers

		regarding the formal performance appraisal process and information on how to complete performance appraisals and individual development plans. Provide consultation and training to supervisors and managers on the state's performance management process. Provide recommendations and/or draft counseling memoranda, expectations memoranda, rejections during probation and formal adverse action.
15%	(E)	Assist in the development/revision of policies and procedures related to internal HR practices; initiate processes to improve services; prepare draft correspondence. Prepare MIRS reports. Complete HRO project work, which includes Workforce Planning.
5%	(M)	Back up HR Generalist team members as needed. Back up the Return-to-Work Coordinator as needed by providing consultation and guidance to managers and supervisors concerning civil service laws and rules, as they pertain to Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL). Process requests for job protection leave benefits, Reasonable Accommodation, and Workers' Compensation.

### Supervision Received

The Associate Governmental Program Analyst reports directly to and receives the majority of assignments from the Chief of Human Resources; however, direction and assignments may come from the HR Office Lead and Chief, Administrative Services Division.

### Supervision Exercised

None

### Special Requirements / Desirable Qualifications

- Experience applying principles and practices of public personnel management.
- Experience providing customer service to internal and external stakeholders.
- Knowledge of state civil service human resource topics including, but not limited to, classification and pay, examinations, recruitment and selection, leave administration, performance management, transactions, position control, CEA and Exempt appointments, and benefits.
- Ability to analyze and solve difficult technical personnel problems.
- Ability to analyze data and present ideas and information effectively.
- Ability to train lower-level staff on internal HRO procedures.
- Ability to make presentations and convey information in a manner that is easily understood by audiences of varying levels of expertise.

### Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position allows for partial remote work opportunities on a consistent schedule as approved by management. Travel may be required to attend meetings or training classes.

### Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**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 RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

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

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>

Current     Proposed

<b>Classification Title</b> Associate Personnel Analyst	<b>Division/Unit</b> Administrative Services Division/HRO
<b>Working Title</b> HR Generalist	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-100-5142-705	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 6/24/2022

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### General Statement

Under the general direction of the Chief of Human Resources (SSM II), the Associate Personnel Analyst (APA) is an HR Generalist and responsible for a variety of personnel work for the Human Resources Office (HRO). The APA interprets and explains civil service law, rules, and procedures and makes recommendations to management to ensure sound personnel management practices. Duties include, but are not limited to, the following:

### Job Functions

[Essential (E) / Marginal (M) Functions]:

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40%	(E)	Review Request for Personnel Action (RPA) packages including, but not limited to, duty statements, position justifications, job postings, and organizational charts to ensure appropriate classification allocation. Analyze proposed personnel actions (e.g., appointments, transfers, out-of-class, Training and Development assignments, HAMS, etc.) to ensure conformity with merit-based hiring practices consistent with California Department of Human Resources and State Personnel Board's guidelines, laws, rules and department policies and procedures. Use Examination and Certification Online System (ECOS) to post job vacancies, CEA exams, order and clear certification lists and order contact letters. Verify candidate eligibility.
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15%	(E)	Assist in the development/revision of policies and procedures related to internal HR practices; initiate processes to improve services; prepare draft correspondence. Prepare MIRS reports. Complete HRO project work, which includes Workforce Planning.
5%	(M)	Back up HR Generalist team members as needed. Back up the Return-to-Work Coordinator as needed by providing consultation and guidance to managers and supervisors concerning civil service laws and rules, as they pertain to Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL). Process requests for job protection leave benefits, Reasonable Accommodation, and Workers' Compensation.

## Supervision Received

The Associate Personnel Analyst reports directly to and receives the majority of assignments from the Chief of Human Resources; however, direction and assignments may come from the HR Office Lead and Chief, Administrative Services Division.

## Supervision Exercised

None

## Special Requirements / Desirable Qualifications

- Experience applying principles and practices of public personnel management.
- Experience providing customer service to internal and external stakeholders.
- Knowledge of state civil service human resource topics including, but not limited to, classification and pay, examinations, recruitment and selection, leave administration, performance management, transactions, position control, CEA and Exempt appointments, and benefits.
- Ability to analyze and solve difficult technical personnel problems.
- Ability to analyze data and present ideas and information effectively.
- Ability to train lower-level staff on internal HRO procedures.
- Ability to make presentations and convey information in a manner that is easily understood by audiences of varying levels of expertise.

## Working Conditions

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## Attendance

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Current     Proposed

<b>Classification Title</b> Staff Services Analyst	<b>Division/Unit</b> Administrative Services Division/HRO
<b>Working Title</b> HR Generalist	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-100-5157-705	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 6/24/2022

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### General Statement

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### Job Functions

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### Supervision Received

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### Supervision Exercised

None

### Special Requirements / Desirable Qualifications

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