

Current Proposed

Classification Title Associate Personnel Analyst	Division Selection
Working Title Policy Analyst	Office/Unit/Section Selection Division /Policy Team
Position Number 363-830-5142-707	Effective Date
Name	Date Prepared 05/5/2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, examinations, 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 (HR) management for state departments in California.

Our Mission: To provide exceptional HR 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 Selection Division (SD) Chief and the Assistant Chief, the Associate Personnel Analyst (APA) serves as a journey level policy analyst on matters related to the development, interpretation, maintenance, and updating of the CalHR Human Resources (HR) Manual. In addition, the analyst is responsible for responding to State Personnel Board (SPB) examination appeals; deciding Merit System Services (MSS) examination appeals; providing guidance to State of California selection staff; and conducting the annual statewide Selection Delegation Agreement (SDA) process.

Duties include but are not limited to the following:

Job Functions

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

- 25% (E)** Investigates and responds to appeals of CalHR online examinations. Compiles requested examination materials; reviews or tests examinations being appealed; formulates opinions of whether to grant or deny the appeal. Officially grants the appeal or defends the examination in a written appeal response that has been approved by management.

Acts as the hearing officer to MSS examination appeals. Receives, investigates, processes, and tracks submitted appeals. Sends appeal correspondence to the appellants and respondents of the appeal; analyzes information submitted by the appellants and respondents of the appeal; writes proposed decisions. Sends approved decisions to the parties involved; writes detailed analysis of each appeal.

- 25% (E)** Monitors policy unit mailboxes; research ruling authorities to provide accurate, thorough, courteous, and timely responses to stakeholders.
- 25% (E)** Manages the annual distribution of SDAs to state departments; electronically files and organizes various SDA documentation; tracks departmental responses; tracks training status of statewide selection staff who develop and administer state examinations; follows up with departments for compliance with the terms of the SDA.
- 20% (E)** Develops statewide selection policy; assists the SPB in the development of selection policy; circulates draft policies for review and comment; finalizes policies; publishes online selection policies in the CalHR HR Manual.
- 5% (M)** Other duties as assigned.

Supervision Received

The Associate Personnel Analyst reports directly to and receives the majority of assignments from the Assistant Chief; however, direction and assignments may also come from the Selection Division Chief.

Supervision Exercised

None

Special Requirements/Desirable Qualifications

This position requires the ability to work under pressure to meet deadlines. The incumbent is required to have a broad knowledge of various laws, rules, policies, and procedures in multi-disciplined staff services areas. They will need to exercise a high degree of good independent judgment, communicate effectively, and easily adapt to changing priorities. This position may perform tasks related to highly sensitive and confidential matters and therefore must be able to exercise sound judgment, tact, and diplomacy. The incumbent must have excellent oral and written communication skills. The incumbent must have a background in selection tools and processes, and be able to interpret laws, rules, and regulations. The analyst must have strong computer skills, particularly with using Microsoft Office Suite and Adobe applications.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street unless otherwise determined by Executive management. It is equipped with standard or ergonomic office equipment, as appropriate. The option to telework may be available but is not guaranteed. Employees who wish to telework must obtain prior management approval before they can telework, and the telework schedule can be altered by management as needed to meet CalHR business needs. Travel may be required to attend meetings or training classes.

Attendance

The incumbent 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 Personnel analyst.)

**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 his or her job or to enjoy an equal employment opportunity.*

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

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date

Current Proposed

Classification Title Staff Services Analyst	Division Selection
Working Title Policy Analyst	Office/Unit/Section Selection Division /Policy Team
Position Number 363-830-5157-XXX	Effective Date
Name	Date Prepared 05/5/2023

CalHR Mission and Vision

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General Statement

Under supervision of the Selection Division (SD) Chief and the Assistant Chief, the Staff Services Analyst (SSA) serves as an entry level policy analyst on matters related to the development, interpretation, maintenance, and updating of the CalHR Human Resources (HR) Manual. In addition, the analyst is responsible for responding to State Personnel Board (SPB) examination appeals; deciding Merit System Services (MSS) examination appeals; providing guidance to State of California selection staff; and conducting the annual statewide Selection Delegation Agreement (SDA) process.

Duties include but are not limited to the following:

Job Functions

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

- 25% (E)** Investigates and responds to appeals of CalHR online examinations. Compiles requested examination materials; reviews or tests examinations being appealed; formulates opinions of whether to grant or deny the appeal. Officially grants the appeal or defends the examination in a written appeal response approved by management.

Assists the Associate Personnel Analyst (APA) in their duties as the hearing officer to Merit System Services (MSS) examination appeals. Receives, investigates, processes, and tracks submitted appeals. Sends required appeal correspondence; analyzes information submitted by the appellants and respondents of the appeal; writes proposed decisions. Assists the APA in sending approved decisions; assists the APA in writing detailed analysis of each appeal.

- 25% (E)** Monitors policy unit mailboxes; research ruling authorities to provide accurate, thorough, courteous, and timely responses to stakeholders.
- 25% (E)** Assists the APA in managing the annual distribution of SDAs to state departments; electronically files and organizes various SDA documentation; tracks departmental responses; tracks training status of statewide selection staff who develop and administer state examinations; follows up with departments for compliance with the terms of the SDA.
- 20% (E)** Assists the APA in the development of statewide selection policy; assists the SPB in the development of selection policy; circulates draft policies for review and comment; assists the APA in finalizing policies; publishes online selection policies in the CalHR HR Manual.
- 5% (M)** Other duties as assigned

Supervision Received

The Staff Services Analyst reports directly to and received the majority of assignments from the Assistant Chief; however, direction and assignments may also come from the Selection Division Chief.

Supervision Exercised

None

Special Requirements / Desirable Qualifications

This position requires the ability to work under pressure to meet deadlines. The incumbent is required to have a broad knowledge of various laws, rules, policies, and procedures in multi-disciplined staff services areas. They will need to exercise a high degree of good independent judgment, communicate effectively, and easily adapt to changing priorities. This position may perform tasks related to highly sensitive and confidential matters and therefore must be able to exercise sound judgment tact, and diplomacy. The incumbent must have excellent oral and written communication skills. The incumbent must have a background in selection tools and processes, and be able to interpret laws, rules, and regulations. The analyst must have strong computer skills, particularly with using Microsoft Office Suite and Adobe applications

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Supervisor Signature	Supervisor Printed Name	Date