

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5142-003
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Associate Personnel Analyst (APA)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:30 a.m. to 5:30 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5142-003

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager I (sup) – Develops and implements the diversity and inclusion efforts within the personnel program at the Coastal Conservancy. Conducts recruitment, hiring, onboarding, payroll, leave, and benefits administration, and employee engagement. Serve as a steward of confidential and hiring information for SCC employees and ensures the organized maintenance, security, and retention of personnel records in HR Office headquarters.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

30%

ESSENTIAL FUNCTIONS

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Staffing and Recruitment - Coordinate recruitment and selection of employees including evaluating screening criteria, interview questions, and other recruitment tools to ensure compliance with laws, rules, SCC Justice, Equity, Diversity, and Inclusion (JEDI) guidelines, and CalHR best practices; to ensure hiring of qualified candidates are merit based and follow the civil services laws and rules of State Personnel Board and CalHR and to ensure recruitment efforts are fair and equitable. Utilize the Examination and Certification Online System (ECOS) employment selection tool to create job controls, prepare job bulletins, order certification lists and employment inquiry letters for applicants and to determine list eligibility potential candidates. Prepare minimum qualifications withhold letters as necessary. Review applicants' minimum qualifications and eligibility for Training and Development assignments, Promotions in Place, List and Transfer appointments. Assist HR Analyst and HR Manager update duty statements and Organizational Charts.

Pursue recruitment efforts for SCC jobs by maintaining contact lists for job announcements, send job announcement emails and letters, post job announcements on websites and social media, participate in job fairs, and coordinate recruitment efforts with other State agencies. Work with SCC managers and staff to expand recruitment efforts to trade associations, colleges, universities, nonprofits, community groups, and other venues to increase the diversity of applicant pools and attract qualified candidates. Assist management and works with the Justice, Equity, Diversity, and Inclusion (JEDI) Hiring committee in the recruitment and hiring process.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 03/03)

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>Coordinate/conduct new staff orientation with the Union and orients new employees to State service and SCC. Provide new hires with onboarding package from HR office, including benefits, retirement, and policies. Ensure that forms are completed and returned to HR within 60 days of date of hire. Serve as the Upward Mobility (UM) Coordinator – Informs UM employees of program, updates UM Policy and completes annual workforce analysis CalHR.</p> <p>Classification and Pay - Review and analyze duty statements, justification memorandums, organizational charts, and other related documents in accordance with class specifications, allocations guidelines, and SCC procedures to make determinations on requests to fill and/or reclassify positions. Evaluate the proposed personnel transactions and either approve, or disapprove and provide recommendations for possible alternatives to management. Review and make determinations for various classification and pay actions, including Hiring Above Minimum requests, Out-of-Class assignments, and Training and Development requests. Consult with hiring managers and personnel liaisons by providing advice and making recommendations relative to personnel policies, standards, rules, and procedures and ensuring all pre-employment documents are completed in a timely manner. Prepare 607 documents and necessary back-up documentation to establish/delete/reclassify positions for the institution as needed. Maintain accurate Position Control Rosters and Organization Charts. Conduct a monthly position control audit using position roster file provided by State Controller's Office, internal department position rosters and org charts. Responsible for the Schedule 8 report. Independently develop, review, analyze, and evaluate complex C&P items including but not limited to merit issue complaints.</p> <p>Leave/Payroll/Benefits – Serve as a collaborative partner and back-up to Associate Personnel Analyst including the following areas but not limited to:</p> <p>Benefits - Administer state benefits during new hire orientation, leave of absences, open enrollment, and permitting events. Review and analyze changes to Health, Dental, Vision, ARAG, FlexElect, and Life Insurance for upcoming plan year. Prepare and send email to staff about Open Enrollment for benefits. Respond to questions from employees regarding benefits. Collect, review, complete and process forms and enter health benefit information into CalPERS system. Verify entries for accuracy. Complete quarterly and monthly Affordable Care Act System (ACAS) reporting requirements.</p> <p>Payroll and Leave - Responsible for reporting and reconciling monthly payroll information to SCO via HR Connect portal or CLAS, including but not limited to Promotions in Place, preparation of salary advances and clearances, issue pay for Board Members, reporting payroll information on STDs 671, 672, 673, 674, 603, & 666. Ensure all pay warrants are for correct days/hours before releasing. Act as administrator and technical support of the Tempo timesheet system, including upload of leave information and personnel changes, such as new hires, promotions, transfers, and separations. Update and reconcile employee leave records.</p> <p>Personnel Actions - Complete Personnel Action Request forms (PARs) to appoint, separate, promote, transfer, and/or make miscellaneous changes, including salary determinations, and key into SCO system. For new hires and promotions, prepare salary determination for HR Officer review/approval. Complete Cert report. Send e-mail to new employees with welcome letter and required documents. Follow-up with new employees on required document submission. Establish Leave Benefits in California Leave Accounting System (CLAS). Establish employees in Tempo. Complete Health, Dental and Vision forms, and key forms. Complete Probationary Log for every staff on probation. Key appropriate code into ACAS. For separations or transfers, send separation checklist to managers and updates Tempo. For transfers, complete STD 612, copy Official Personnel File (OPF), send documents to new state agency. For separations, complete STD 700, process lump sum documents, key code into ACAS, complete benefit forms, conduct exit interview, move OPF to separation file.</p>
20%	

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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.</p> <p><i>Skill in:</i> Applying principles and practices of public personnel management.</p> <p><i>Ability to:</i> Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Proficiency with MS Office (Word, Excel, and Outlook) • Regular and predictable attendance • Experience working with managers/supervisors and executive level staff. • Ability to gather, analyze, and interpret data, and make sound decisions and recommendations. • Ability to work independently and as a team, juggle multiple priorities complete tasks, follow directions thoroughly, pay attention to detail, and deliver quality work products. • Research and analyze applicable statutes, regulations, and policies. • Communicate effectively verbally and in writing. • Excellent writing skills: ability to prepare comprehensive reports, summaries, presentations, correspondence, and other written documents. • Ability to be diplomatic, service-oriented, and collaborate well with peers, colleagues, managers, staff, and the public. • Effective time management skills: ability to be flexible and organize day-to-day priorities and long-term assignments. • Good organizational skills with the ability to file confidential paperwork expeditiously. • Deals with individuals in a tactful and professional manner. • Ability to maintain confidentiality. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Position is in a high-rise building (Oakland, CA Headquarters) • Work on a computer up to 8 hours per day, Monday through Friday. • The Conservancy has a telework policy for Headquarter (HQ) employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed. The Conservancy has developed a return to office plan, which began September 19, 2022. All Headquarter employees are required to be in the office once a week. They must be in the office on the 2nd and 4th Monday of each month for “all-staff” meetings. The other weeks, you may come in on your selected schedule day. • A computer for telework use for both HQ and permanently remote staff can be provided if needed. • Ability to lift up to 15 pounds. • May need to work around water or ambulate on uneven and/or slippery surfaces. • May need to stoop, bend, reach, lift, twist, turn, kneel, squat, grasp, or lift-up to 15 pounds. • Work activities may require working in confrontational situations with project partners, grantees, or members of the public. • Work hours may be varied; may require overtime. • May require an employee to work in adversarial situations. • Attend and participate in meetings. • Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.

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	<p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p>Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p>Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p>Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p>Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p>Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p>Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p>Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p>Self and career development: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p>Listening: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p>Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p>Using information and communications technology: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p>Gathering and analyzing information: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p>

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	<p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>

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Effective Date:

12/1/2023

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5157-XXX

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of Staff Services Manager I, the incumbent performs a variety of analytical, administrative, technical, and secretarial tasks for the Coastal Conservancy, including the Human Resources Unit. Incumbent will primarily perform analytical duties in all the major human resources functions, including selection, compensation, employee learning and development, training, and personnel transactions. Work assignments include but are not limited to auditing employee personnel records to ensure compliance with SCC's Records Retention Policy and applying State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions.

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40%

ESSENTIAL FUNCTIONS

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Hiring and Recruitment: Process departmental recruitments for statewide and department specific classifications to ensure hiring of qualified candidates are merit based and follow the civil services laws and rules of State Personnel Board and CalHR and to ensure recruitment efforts are fair and equitable. Initiates and completes recruitment-related Request for Personnel Actions (RPA). Validates existing positions by reviewing information from Associate Personnel Analyst (APA) assigned to Position Control of budgeted positions. Utilizes the Examination and Certification Online System (ECOS) employment selection tool to create job controls, prepare job bulletins, order certification lists and employment inquiry letters for applicants and to determine list eligibility potential candidates. Prepare minimum qualifications withhold letters as necessary. Reviews applicants' minimum qualifications and eligibility for Training and Development assignments, Promotions in Place, List and Transfer appointments. Assist HR Team to update duty statements and Organizational Charts.

30%

Classification and Pay: Prepares 625's and Retired Annuitant Requests for approval. Maintains duty statements and ensures they are properly allocated. Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. Conduct research on various areas of classification and pay. Conduct complex classification and pay and organizational analysis. Act as a lead on classification and pay projects, including Job Analysis (JA) and examination development. Conduct desk audit reviews and analysis, including recruitment files and appointments to ensure compliance with Civil Service laws, rules, and

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

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	<p>KNOWLEDGE AND ABILITIES</p> <p>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.</p> <p>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 work.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Able to prepare replies to difficult and complicated correspondence, including letters for signature by superiors. Able to write, edit and advise service to other Coastal Conservancy senior staff members. Proficiency with MS Office (Word, Excel, Power Point and Outlook) and WordPress. Communicate well verbally and written formats. Pay attention to details. Regular and predictable attendance.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>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/ability to accept increasing responsibility.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><u>Work Environment</u> Office setting; Monday through Friday; prolonged periods of sitting. Work on a computer up to 8 hours a day. Ability to lift up to 15 pounds with accommodation as needed. Indoor work is common, although outdoor work may be necessary. May require an employee to work in adversarial situations. Schedule and attend Board meetings. Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. Travel by car or plane, with overnight stays necessary on occasion as necessary.</p> <p><u>Physical Ability</u> Talking, seeing, and hearing are essential to performing the job requirements. Common eye, hand and finger dexterity is required for most essential functions.</p> <p><u>Mental Ability</u> Understand verbal instructions. Understand written and verbal communication. Must always maintain a professional demeanor and remain calm under pressure. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Apply common sense understanding with instructions furnished in written/oral/diagram form. Deal with problems involving several concrete variables in standardized situations.</p>

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	<p><u>Reading</u>: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p> <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</p>