

Current Proposed

Classification Title Staff Services Analyst	Division/Unit Selection Division/Merit System Services
Working Title Administrative Support Analyst	IT Domain (if applicable)
Position Number 363-880-5157-001	Effective Date
Name Vacant	Date Prepared 1/5/24

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 direction of the MSS Program Manager, Staff Services Manager II (SSM II), The Staff Services Analyst (SSA) (General) serves as the primary administrative support for the MSS team. The SSA performs a broad range of administrative and analytical tasks related to program operations, filing and record management, personnel administration, and planning and coordination of program tasks. The SSA acts with a high degree of independence and discretionary judgment. Duties include, but are not limited to, the following:

Job Functions

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

Percentage (%)	(E) or (M)	Job Duties
45%	(E)	<p><u>Program Operations</u> Provides administrative and analytical support to the MSS program. Plans, organizes, coordinates, and records notes during quarterly forums and meetings with external stakeholders. Prepares examinations packages and coordinates examination shipping. Tracks, monitors, and analyzes program contracts and budget. Assists the Staff Services Manager I (Specialist) in communicating with vendors, reconciling invoices, preparing reports, and advising the management team on budgetary issues. Monitors and manages the MSS Program email inbox and voicemail. Researches, analyzes, screens, redirects, and/or responds to requests, inquiries, problems, concerns, and questions received in the program email inbox and</p>

		voicemail. Corresponds both orally and in writing with departmental employees, management, county agencies, and the public concerning program issues. Develops and maintains program contact records, audit schedule, and other program tracking mechanisms. Coordinates the dissemination of program policy memorandums and other communications. Tracks, monitors, and prepares various program reports. Continuously reviews program practices and identifies opportunities to increase operational efficiencies.
30%	(E)	<u>Filing and Record Maintenance</u> Reviews all paper and electronic records retained by the program to ensure all files are maintained and stored properly. Responsible for reviewing, organizing, scanning, filing, uploading, and purging confidential examination materials in accordance with record retention requirements and program needs. Maintains electronic filing system for the program. Serves as a backup to the program SharePoint administrator to organize, maintain, and update program folders and SharePoint site.
15%	(E)	<u>Personnel Administration</u> Serves as the timekeeper and HR Liaison for the MSS program. Maintains the program out of office calendar. Collects and reviews program staff and examination proctor timesheets and tracks and reconciles staff leave balances. Prepares Request for Personnel Action (RPA) documentation and coordinates approvals. Assists with interview scheduling and other hiring processes as needed. Tracks, monitors, and maintains program staff training files.
10%	(M)	<u>Marginal Duties</u> Participates in meetings and trainings as related to the MSS Program. Drafts and reviews correspondence as needed. Serves as an internal resource for MSS management, and special projects as appropriate. May assist program analysts in the completion of analytical tasks. Perform other duties as required consistent with division needs.

Supervision Received

The incumbent reports directly to the Staff Services Manager II, MSS Program.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Strong analytical and writing skills; strong organizational skills; ability to communicate effectively, both orally and in writing, with all levels of staff and management; ability to work independently and exercise good judgment; ability to work effectively as a team player and work collaboratively across teams; ability to analyze data and draw sound conclusions; and familiarity with principles organization, administration, and program management.

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. 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.

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