

**STATE OF CALIFORNIA
CALIFORNIA CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Associate Personnel Analyst	326-314-5142-xxx
Division/Unit	Date	Prior Pos (if applicable)
Administrative Services/Human Resources		

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Staff Services Manager I, the Assistant Personnel Officer, the Associate Personnel Analyst will analyze and coordinate personnel actions. The incumbent communicates with all levels of management, staff, and other Department entities on the policies, procedures, practices, and standards that specifically impact each area. in accordance with security regulations and directives in dealing with confidential and sensitive material, civil service laws, and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classifications and Pay Guide, Personnel Management Liaison Memos (PMLs), CalHR Pay Letters and CalHR Manual, the Selection Manual and Federal Uniform Guidelines on Employee Selection.

The incumbent contributes toward the growth of CRD into a customer-focused service organization by following cultural principles and by providing constructive feedback to others within the department regarding the applications of those principles.

Works collaboratively with the CRD, executive team, management team, and staff, briefs and advises the manager, exercises initiative, independence of action, and originality, and demonstrates tact and good judgment.

Essential Functions:

30% Plans, conducts, coordinates, and monitors recruitments/examinations for the California Civil Rights Department (CRD). Provides training to supervisors regarding recruitment, examination, and classification processes. Provides consultation to managers, supervisors, and/or executive management on various hiring methods in conformance with Civil Service Regulations to meet specific hiring needs: list appointments, Training and Development assignments, lateral transfers, reclassifying positions, the use of temporary assignment classes (Special Consultants, students, and seasonal employment) as well as various other methods of recruitment. Researches and interprets California civil service law, rules, departmental policies, and procedures to provide consultation and guidance to management on hiring issues, including recruitment strategies, process improvement, organizational changes, and staffing alternatives. Reviews Request for Personnel Action (RPA) forms, organization charts, duty statements, and memorandum of justification to ensure requests meet departmental and control agency guidelines. Review miscellaneous requests such as Training and Development Assignments, out-of-class assignments, Hire-Above-Minimum, Permanent-Intermittent extensions, etc. to determine whether requests meet departmental and control agency guidelines; recommend approval or denial. Reviews comparable classifications to determine the appropriate class to perform the proposed duties or tasks, or

which contain the appropriate knowledge or abilities. Assists management in preparing duty statements and organizational charts. Reviews allocations of organizational structures to determine appropriate hierarchal relationships and identify misallocations. Reviews employee out-of-class claims, merit issue complaints, withhold appeals, and unlawful appointments. Gathers related facts and documentation for analysis. Drafts the department's response to the claimant and/or control agency for management review and approval.

- 25% Prepares, creates, and posts job advertisements on CalHR's Examination and Certification Online System (ECOS). Ensure job advertisement content and salary are appropriate and accurate and all requirements of the position (e.g., Conflict of Interest, fingerprinting medical clearance, etc.) are included. Reviews advertisements to ensure the requirement is in accordance with CalHR guidelines and client specifications. Updates hiring managers on job posting status, maintains recruitment reports. Assists and responds to job advertisement inquiries from hiring managers and districts/programs. Maintains recruitment files in accordance with SPB/CalHR guidelines, the records retention schedule, and retention regulations. Orders certification lists and contact letters for assigned recruitments as appropriate. Prepares letters to candidates that they were not selected to interview or not selected for job letters using the ECOS system as appropriate. Sends offer letters to selected candidates. Tracks certification lists and applications. Informs hiring managers of upcoming certification list expiration dates to ensure timelines of hiring commitments. Sorts and codes employment inquiry responses, clear certification lists, and updates information in ECOS. Verifies information in ECOS and ensures the recruitment files are completed. Analyzes and conducts application reviews to ensure candidates meet the minimum qualifications (MQs) for appointment. Determines candidates' eligibility for appointment based on their ranking on the cert list, transfer or reinstatement rules, or other means of appointment in accordance with the CalHR and SPB rules and regulations. Requests additional information from candidates, as applicable, to finalize the application review and eligibility determination. Responds to oral and written inquiries from candidates relating to their eligibility determination results and status in the hiring process. Informs hiring managers of eligibility results and provides hiring clearances. Processes withhold actions in accordance with SPB and CalHR laws and regulations. Prepares analysis and response to SPB regarding candidate Withhold from Certification appeals, investigates unlawful appointments, and drafts recommendations and correspondences to the employee for management's review.
- 25% Participate in various task force teams and perform average difficulty technical operational studies related to process improvements to the department's Classification and Hiring functions. Assists Transactions staff in the interpretation of complex alternate range criteria and salary determinations. Assists management in meetings with labor union representatives. Assists management in preparing for and performing hiring interviews: developing application screening criteria, written or oral interview questions, and scoring criteria. Assists management in the hiring process by performing reference or Official Personnel File (OPF) checks. Reviews existing job specifications to determine if revisions are needed in the areas of typical tasks or minimum qualifications. Assists program management to identify the need to develop new classifications or class series; and prepares action requests to control agencies. Supports managers and employees in layoff situations develops alternatives to avoid layoff where possible; determines classes of layoff and demotion ladders; prepares requests for preliminary seniority lists; prepares letters to employees of anticipated and actual layoff; and makes placement efforts. Prepares policies or procedures or reviews for employee impact.

15% Serve as backup to other analysts in the Hiring Units: Classification & Hiring, and Position Control,. Represents the department at meetings and conferences regarding Classification & Hiring. Prepares related reports, manuals, articles, and correspondence.

Marginal Functions:

5% Other duties as assigned.

Desirable Qualifications:

- Experience in any of the following areas: human resources, exams, classification and pay, labor relations, or similar analytical/research experience.
- Ability to work independently.
- Strong writing skills and ability to communicate with all levels of staff.
- Ability to reason logically and resolve issues.
- Ability to plan, organize, prioritize, and multi-task workload, as well as work under pressure to meet varying deadlines.
- Proficient computer skills (Word and Excel).
- Experience working with highly confidential documentation.
- Excellent customer service skills.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with this job.

Supervision Received:

The Associate Personnel Analyst receives general direction from the Assistant Personnel Officer and may receive direction from the Personnel Officer, Deputy Director, or Administrative Division.

Supervision Exercised:

None.

Personal Contacts:

The Associate Personnel Analyst has daily contact with CRD management and staff, control agency representatives, union representatives, and other state agency personnel.

Actions and Consequences:

The Associate Personnel Analyst must adhere to all applicable laws, rules, policies, and procedures, including but not limited to direction received from the CRD management. The Associate Personnel Analyst interacts appropriately with a wide range of persons, internal and external to the CRD, including other CRD employees and attorneys. The Associate Personnel Analyst appropriately communicates information of a sensitive and highly confidential nature. The position of Associate Personnel Analyst requires the processing of time-sensitive matters/documents. Failure to use good judgment and/or time to process grievances and other Personnel-related matters may jeopardize and/or compromise the rights of both the individual employee in question and the CRD.

Certification of the Employee:

I have read and understand the duties of the Associate Personnel Analyst as described above and can perform these duties with or without reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date