**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**EMPLOYEE NAME:**

**WORKING TITLE: Human Resources Analyst**

**WORK UNIT/DIVISION: Administrative Services/Human Resources**

**LOCATION: San Francisco**

**DATE OF APPOINTMENT:**

**WORK WEEK GROUP: 2**

**CBID: R01**

**TENURE/TIMEBASE: Limited Term (12 months) with the Possibility of Extension or Becoming Permanent, Full-Time**

**GENERAL JOB DESCRIPTION**

The Associate Governmental Program Analyst position is in the California Coastal Commission's Human Resources Office. Under general supervision, this position performs professional personnel work and requires knowledge of employee labor relations activities as well as recruitment, position control and knowledge of some or all of the following: FMLA, disability and family leave, classification, complaint investigation, workers’ compensation, safety, payroll and benefits. Duties include: conducting investigations into a variety of employee complaints; performing classification and pay studies to establish and revise class specifications; conducting research, compiling and analyzing data and making recommendations on administrative and personnel problems, the formulation of policies and procedures, staffing, and organizational changes; and performing other duties as required.

**ESSENTIAL FUNCTIONS**

**25% - Management Consultation**

Provides consultation to managers and supervisors on personnel, performance, leave management and equal opportunities issues; provides procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations;

interprets and explains civil service law, rules, and procedures; does independent research in specific areas of personnel management; responds to informational requests;

studies various personnel operating procedures; analyzes issues for problem definitions; gathers and evaluates information, assists in the development of procedures; prepares reports, memoranda and correspondence; and maintains confidentiality of information and records.

**25% - Recruitment**

Provides guidance to managers in developing recruitments and duty statements, posting and advertisement, screening applicants for minimum qualifications, navigating the State’s application system, and producing offer letters and on-boarding packets.

**15%- Performance Management**

Provides advice and assistance on varied and difficult personnel management issues; makes recommendations to program managers and supervisors in addressing employee performance issues; assists managers and supervisors in the preparation of a variety of corrective correspondence to employees such as counseling and corrective memoranda, performance evaluations, etc.; reviews prospective adverse actions to determine if they are in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules and regulations; in consultation with managers and supervisors and Legal Division staff, analyzes material for use in adverse actions and independently prepares (writes) adverse actions and letters.

**10% - Application of Rules, Regulations and Procedures**

Analyzes and interprets various civil service laws, rules, procedures, and regulations and Bargaining Unit Contracts; provides guidance and consultation to program managers and supervisors regarding such rules and regulations; and assists managers and supervisors in the preparation of letters to employees regarding applicable rules and regulations.

**5% - Examinations**

Performs job analysis as needed; prepares examinations in accordance with CalHR’s regulations, manuals and procedures; does examination research when needed; monitors the departmental on-line exams, reviews applications and evaluates qualifications of applicants; may act as chairperson of qualifications appraisal panels; administers or

supervises the administration of examinations; prepares examination announcements; assist in examination scheduling of applicants; maintain and control the secure handling of all examination files, interview recordings, and other exam records.

**5% - Trainings and Backup**

Attends meetings and Human Resources and State mandated trainings. Acts as back-up to the Staff Services Manager II and other Human Resources analyst(s) and performs other related personnel duties and responsibilities as needed.

**5% - JEDI**

Participates in tasks, trainings, and outreach that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan. This may include attending quarterly JEDI calls, contributing to staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

**MARGINAL FUNCTIONS**

**5%**

Issues and track probationary reports and annual performance evaluations and may track or gather other data as needed.

**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise but may act as lead for other Human Resources staff.

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of: 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.

Skill in: Applying principles and practices of public personnel management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze an 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 colleagues; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

The consequence of error is significant. Frequent and/or significant errors could create a situation where the California Coastal Commission and the San Francisco Bay Conservation & Development Commission (or more specifically, the Human Resources Office) loses credibility. The loss of credibility will make it more difficult and require additional work in order to convince the various stakeholders that the information provided is correct and accurately represents the situation. Errors on transactional documents may also have impacts to employee pay and/or benefits.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent reports directly to the Staff Services Manager II (Director of Human Resources). The incumbent will routinely interact with employees of the California Coastal Commission and San Francisco Bay Conservation & Development Commission (BCDC) and may have contact with the BCDC HR Liaison, applicants and the general public over telephone, by email, and/or in person. Maintains a working relationship with the HR Attorney and other administrative services staff in Human Resources, Accounting and Fiscal, Business Services.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to move about, stand, reach, stoop or bend; occasionally lift up to 25 pounds.

The incumbent must be able to interact with many people; multi-task; adapt to changing priorities; maintain focus on work assignments; open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner towards others; and demonstrate a sense of responsibility and commitment to public service.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

Travel to other district offices and agencies may be required. If the incumbent drives, must take Defensive Driver Training.

**WORK ENVIRONMENT**

The incumbent will work in an open-space, climate-controlled office environment, under artificial lighting, in a high-rise building in San Francisco, CA. The California Coastal Commission is a hybrid workplace and offers telework for all employees. Telework is available for this position in accordance with The California Coastal Commission’s Telework Policy and Procedures with a minimum 2 day in-person office work week (required in-person days are subject to change).

I certify that this duty statement represents an accurate description of the essential functions of this position.

**MELANIE WONG DATE**

**STAFF SERVICES MANAGER II**

**HUMAN RESOURCES OFFICE**

I have read this duty statement and agree that it represents the duties I am assigned.

**NAME DATE**

**ASSOCIATE PERSONNEL ANALYST**

**HUMAN RESOURCES OFFICE**

STATE OF CALIFORNIA – CALIFORNIA NATURAL RESOURCES AGENCY gavin newsom, *Governor*



**CALIFORNIA COASTAL COMMISSION**

455 MARKET STREET, SUITE 300

SAN FRANCISCO, CA 94105-2421

VOICE (415) 904-5200

**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**STAFF SERVICES ANALYST – HUMAN RESOURCES**

**EMPLOYEE NAME:**

**WORKING TITLE: Human Resources Analyst**

**WORK UNIT/DIVISION: Administrative Services/Human Resources**

**LOCATION: San Francisco**

**DATE OF APPOINTMENT:**

**WORK WEEK GROUP: 2**

**CBID: R01**

**TENURE/TIMEBASE: Limited Term (12 months) with the Possibility of Extension or Becoming Permanent, Full-Time**

**GENERAL JOB DESCRIPTION**

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**ESSENTIAL FUNCTIONS**

**25%- Management Consultation**

Provides consultation to managers and supervisors on personnel, performance, leave management, equal employment issues and recruitment; provide procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations; interprets and explains civil service law, rules, and procedures; does research in specific areas of personnel management; responds to informational requests; studies various personnel operating procedures; analyzes issues for problem definition; gathers and evaluates data, assists in the development of procedures; prepares reports, memoranda and correspondence; and maintains confidentiality of information and records.

**15% - Application of Rules, Regulations and Procedures**

Analyzes and interprets various civil service laws, rules, procedures, and regulations and Bargaining Unit Contracts; provides guidance and consultation to program managers and supervisors regarding such rules and regulations; and assists managers and supervisors in the preparation of letters to employees regarding applicable rules and regulations.

**10% - Performance Management**

Provides advice and assistance on varied and difficult personnel management problems; makes recommendations to program managers and supervisors in addressing employee performance issues; assists managers and supervisors in the preparation of a variety of corrective correspondence to employees such as counseling and corrective memoranda, performance evaluations, etc.; reviews prospective adverse actions to determine if they are in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules and regulations; in consultation with managers and supervisors and Legal Division staff, analyzes material for use in adverse actions and independently prepares (writes) adverse actions and letters.

**10%- Leave Administration**

Coordinates the support for all leave of absence cases; serves as the subject matter expert for the leave management program; interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, CFRA, PDL, etc.); approves or denies leave cases based on relevant medical information; manages all administrative aspects of leave claims to include tracking hours used/taken and working closely with the Personnel Supervisor II to ensure that pay for employees is accurate and correct; and maintains appropriate contact with all employees on leave and coordinates all aspects of return to work for employees on leave.

**10%- Administrative Consultation**

Assists managers, supervisors and other staff with the preparation of administrative forms; reviews, edits, formats documents; processes documents; and posts informational items on internal sites for staff and assists other staff posting items on the department’s website.

**5% - Examinations**

Assists in job analysis; prepares examinations and does examination research; reviews applications and evaluates qualifications of applicants; may act as chairperson of qualifications appraisal panels; administers or supervises the administration of examinations; prepares examination announcements; assist in examination scheduling of applicants; maintain and control the secure handling of all examination files, interview recordings, and other exam records.

**5%- Training Administration**

Communicates with staff regarding mandated training and tracks training compliance.

**5% - Worker’s Compensation and Reasonable Accommodation**

Process and tracks Worker’s Compensation Claims and/or the Reasonable Accommodation process.

**5% - Training**

Attends meetings and Human Resources and State mandated trainings. Acts as back-up to the Staff Services Manager II and other Human Resources analyst(s) and performs other related personnel duties and responsibilities as needed.

**5%- JEDI**

Participates in tasks, trainings, and outreach that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan. This may include attending quarterly JEDI calls, contributing to staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

**MARGINAL FUNCTIONS**

**5%**

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**SUPERVISION EXERCISED OVER OTHERS**

Does not supervise.

**KNOWLEDGE, SKILLS & ABILITIES**

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**STAFF SERVICES MANAGER II**

**HUMAN RESOURCES OFFICE**

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**STAFF SERVICES ANALYST**

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