



Classification: Associate Personnel Analyst  
 Position Number: 880-600-5142-713

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-600-084	<b>Classification Title:</b> Associate Personnel Analyst	<b>Position Number:</b> 880-600-5142-713
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Classification & Pay/Selections Analyst	<b>Effective Date:</b> November 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services		<b>Section/Unit:</b> Human Resources
<b>Supervisor's Name:</b> Anulika White		<b>Supervisor's Classification:</b> Staff Services Manager I (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval: Brittany Liverett</b>	<b>Date: 01/16/2024</b>

<b>General Statement</b>
Under the direction of the Staff Services Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Associate Personnel Analyst (APA) is responsible for performing a variety of complex analytical duties related to Classification and Pay and Selections and providing consultative services to assigned Water Boards programs. The APA promotes and is accountable for customer satisfaction and quality service and provides recommendations and changes that promote innovative solutions to meet customer needs, in accordance with applicable laws, rules, regulations, California Department of Human Resources (CalHR), State Personnel Board (SPB) and Water Boards policies and procedures.
<b>Essential Functions (Including percentage of time):</b>



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30%	Analyze and properly classify positions. Prepare written analyses and recommendations on varied and difficult personnel management matters, ensuring conformity to State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws and rules. Provide advice and assistance on allocations, identify alternatives, and make recommendations; review and analyze requests to establish and/or reclassify positions and conduct on-site position audits to determine appropriate levels. Consult with management on all Personnel related issues and provide advice and interpretation of civil service laws, rules and procedures. Review and approve or deny training and development assignments and out-of-class requests; review and approve or deny requests for re-organizations, review existing and proposed organizational structures, duty statements and justifications and recommend appropriate revisions.
25%	Provide consultation and technical assistance to department managers, staff, and members of the public on selection issues by applying and interpreting civil service laws and rules governing the selection process. Review and analyze applicant experience and education from state applications, resumes and/or statements of qualifications against the minimum qualifications and the filing requirements on various state classifications. Review credentials and required documentation to ensure candidates possess the legal requirements for appointment. Sort, file and code incoming applications utilizing appropriate CalHR guidelines and procedures. Draft and post examination bulletins on the CalHR job web site. Work with CalHR's Exam and Cert Online System (ECOS), certify eligibility upon appointment, and ensure list maintenance for several statewide classifications and other tasks related to the certification process are completed.
20%	Research and prepare comprehensive analyses of complex and sensitive personnel management issues, which may be Board-wide in scope. Develop and assist in the development of policies and procedures related to the Water Board's personnel management program. Review and update Water Board's personnel management policies and procedures to align with changes to State personnel laws and rules. Determine appropriate range placement according to the appropriate alternate range criteria and calculate salaries following the appropriate salary rules.
<b>Marginal Functions (Including percentage of time):</b>	
10%	Verify transfer eligibility and/or reinstatement rights when establishing candidate pools for recruitment or reclassification purposes.
5%	Prepare or revise class specifications and allocation standards to adapt to changing program needs, and equal employment opportunity considerations in accordance with appropriate classification and pay principles. Conduct classification surveys and consult with management and employees affected by the proposed changes. Prepare formal proposals for CalHR and State Personnel Board consideration and personally present and defend such proposals.



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5%	Facilitate and participate in meetings with organizations. During these meetings, assess the organization's compliance with personnel rules and procedures and work cooperatively with the Administrative Officers to make necessary changes. Provide guidance on any rules or procedures that may be unclear to the organization's staff and answer questions pertaining to personnel operations.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date



Classification: Staff Services Analyst  
 Position Number: 880-600-5157-XXX

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-600-084	<b>Classification Title:</b> Staff Services Analyst	<b>Position Number:</b> 880-600-5157-XXX
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Classification & Pay/Selections Analyst	<b>Effective Date:</b> November 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services		<b>Section/Unit:</b> Human Resources
<b>Supervisor's Name:</b> Anulika White		<b>Supervisor's Classification:</b> Staff Services Manager I (Supervisory)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval: Brittany Liverett</b>	<b>Date: 01/16/2024</b>

<b>General Statement</b>
Under the supervision of the Staff Services Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
The Staff Services Analyst (SSA) is responsible for performing a variety of less complex analytical duties related to Classification and Pay and Selections and providing consultative services to assigned Water Boards programs. The SSA promotes and is accountable for customer satisfaction and quality service and provides recommendations and changes that promote innovative solutions to meet customer needs, in accordance with applicable laws, rules, regulations, California Department of Human Resources (CalHR), State Personnel Board (SPB) and Water Boards policies and procedures.
<b>Essential Functions (Including percentage of time):</b>



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 Position Number: 880-600-5157-XXX

25%	Analyze and properly classify positions for assigned organizations. Prepare written analyses and provide recommendations on a variety of personnel management matters. Provide assistance to organizations by determining proper allocations and identifying alternatives, when necessary. Review and analyze requests to establish and/or reclassify positions and conduct on-site position audits to determine appropriate levels. Consult with management of assigned organizations on the less complex Personnel related issues and provide assistance with interpretation of civil service laws, rules and procedures. Review and recommend approval or denial of training and development assignments and out-of-class requests and present recommendations to supervisor; review existing and proposed organizational structures and duty statements and recommend revisions.
25%	Consult with department managers, staff, and members of the public on the less complex selection issues and provide technical assistance. Interpret and apply civil service laws and rules governing the selection process. Review and analyze applicant experience and education from state applications, resumes and/or statements of qualifications comparing them to the minimum qualifications and the filing requirements on various state classifications, seeking assistance from supervisor for the more complex determinations. Review credentials and required documentation to ensure candidates possess the legal requirements for appointment. Sort, file, and code incoming applications utilizing appropriate the California Department of Human Resources (CalHR) guidelines and procedures. Draft and post examination bulletins on the CalHR job web site. Work with CalHR's Exam and Cert Online System (ECOS), certify eligibility upon appointment and ensure list maintenance for several statewide classifications and other tasks related to the certification process are completed.
20%	Verify transfer eligibility and/or reinstatement rights when assigned organizations are establishing their candidate pools for recruitment or reclassification purposes. Determine appropriate range placement according to the appropriate alternate range criteria and calculate salaries following the appropriate salary rules.
15%	Assist in the development of policies and procedures related to the Water Board's personnel management program. Review and update Water Board's personnel management policies and procedures to align with changes to State personnel laws and rules.

**Marginal Functions (Including percentage of time):**

10%	Participate in meetings with assigned organizations. During these meetings, assess the organization's compliance with personnel rules and procedures. Work cooperatively with Administrative Officers and explain or provide clarification regarding rules or procedures and answer any questions pertaining to personnel operations, seeking assistance with the more complicated rules and procedures.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**



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**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

Employee Name	Employee Signature	Date