



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

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|-----------------------|--|------------------------|------------------|
| NAME | | EFFECTIVE DATE | Month, Day, Year |
| UNIT | Human Resources Office | POSITION NUMBER | 300-145-5142-701 |
| CLASSIFICATION | Associate Personnel Analyst – Classification & Pay | | |

SCOPE

Under the general direction of the Staff Services Manager I, the Associate Personnel Analyst is responsible for making decisions, and providing advice and assistance on varied and difficult personnel matters that impact the Department's personnel management program and its ability to carry out its assigned program. The incumbent is also responsible for planning and administering complex and sensitive decentralized examinations and other employee selection functions.

To be able to effectively perform personnel program functions, this position requires a comprehensive knowledge and understanding of California civil service laws and rules, Federal Uniform Guidelines on Employee Selection Procedures, state and departmental policies and procedures, the Department's purpose, mission, and core values.

The incumbent is a full journey level analyst who works with a high degree of independence performing the more responsible, varied and complex technical work in the administration of the Department's personnel management program.

This position requires the incumbent to plan, organize, and prioritize workload; reason logically, creatively, and use a variety of analytical and research techniques/resources to complete work assignments and resolve personnel-related problems/issues/concerns; establish and maintain confident and cooperative relationships with others; communicate effectively in order to exchange information and/or provide direction; work effectively with departmental employees, all levels of departmental management, other State agencies, the Governor's Office, and the public; easily adapt to changing priorities; work under pressure to meet the needs of the Department and respond to emergency demands on short notice; operate a personal computer in order to perform daily duties; make mathematical computations as they relate to the personnel management program; and, maintain consistent, regular, predictable attendance. This position may be responsible for sensitive, confidential, and sometimes controversial employee matters, and requires the use of tact and sound judgment that recognizes the best interests of the State and the Department of Finance. These essential functions are required while performing the following duties and responsibilities:

ESSENTIAL FUNCTIONS

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| 35% | <p>Classification and Compensation</p> <p>Using various personnel references/policies, provide consultation, guidance and technical analyses regarding varied and/or sensitive/complex personnel management matters to resolve issues and/or present information, options and/or recommendations. Interpret and implement civil service laws, rules, regulations, departmental policies and procedures, etc. related to personnel matters to gain an understanding and appropriately apply to personnel-related matters, and ensure consistency and compliance. Develop or participate in the development of policies and procedures relating to the personnel management program of the Department.</p> <p>Review/analyze proposed personnel actions to ensure conformity with regulations, classification and pay standards or good personnel practice, and formulate recommendations to properly allocate positions. Conduct classification, pay, staffing, and/or organizational studies. Gather and evaluate data to be used in various personnel activities. Develop and/or revise class specifications to address the needs of the Department or reflect the use of the class. Prepare effective written products utilizing various resources/tools.</p> <p>Conduct audits of personnel programs and/or processes to ensure compliance with applicable regulations; study various personnel operating procedures to correct problems, streamline processes, incorporate changes, etc.</p> <p>Review pay and compute/make salary determinations to ensure appropriate salary for personnel actions.</p> |
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| 30% | <p>Discipline, Grievances, and Counseling Consult with and advise management regarding matters of employee discipline, performance, corrective or adverse actions, and rejections on probation. Consult with supervisors and CalHR legal staff regarding efforts to identify and correct performance problems or inappropriate behaviors. Conduct investigations relative to personnel matters in order to make a recommendation to management; advise of appropriate and equitable administration of disciplinary matters; write adverse actions and accompanying documents to take disciplinary action, review supporting documents to ensure departmental consistency, appropriateness, and completeness.</p> <p>Provide consultation and assist management and employees on various issues including employment, transfer and promotion, leave credit usage, working conditions, pay issues, and all other human resources-related issues.</p> |
| 25% | <p>Examinations Using a variety of resources, facilitate examination development to ensure a job related selection process; compose test items to produce a job related selection component; act as chairperson for qualification appraisal panels and written performance; act as proctor for written performance examinations; oversee the administration of the entire examination process; conduct job analyses with individuals and groups of job experts to determine the important and critical behaviors, skills, knowledge, and other characteristics of the job; prepare examination documents to provide publicity and to assist in the administration of the exam process.</p> <p>Provide consultation and assist management and employees on various issues including employment, appropriate list usage, transfer of list eligibility, exam appeals, and any other personnel selection-related issues.</p> <p>Gather and evaluate data for use in various personnel selection activities, including the formulation of a recommendation and/or plan of action. Interpret/implement civil services laws, rules, departmental policies and procedures. Conduct investigations relative to examination misconduct in order to make a recommendation to management. Develop and/or revise class specifications to address the needs of the Department or reflect the use of the class. Prepare effective written products utilizing various resources/tools.</p> <p>Conduct audits of personnel programs and/or processes to ensure compliance with applicable regulations; study various personnel operating procedures to correct problems, streamline processes, incorporate change, etc.</p> |
| 10% | <p>Special Projects As necessary, serves as coordinator for various programs, which include but are not limited to, Workers' Compensation/Return to Work, Reasonable Accommodation, Mentoring, Family Medical Leave Act, Employee Assistance Program, etc. Prepare contracts to obtain services from various sources.</p> <p>Perform project work as needed. Prepare various ad hoc and miscellaneous reports, memos and other relevant data; research various issues and prepare appropriate documentation (e.g., issue memos, charts, graphs, etc.).</p> <p>Develop materials/tools for use in formal training classes utilizing various resources/skills. Conduct formal training classes for development of departmental employees utilizing various resources/skills.</p> <p>As needed and/or upon request, act as lead person to staff to provide training, instruction, and/or guidance in the performance of personnel related tasks using various resources. As needed and/or requested by management, act as Chairperson on departmental qualifications appraisal panels and written performance examinations to ensure that the proceedings adhere to SPB laws/rules and established guidelines governing the selection process.</p> |

The incumbent is required to possess the following knowledge:

- 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.

The incumbent is required to possess the following skills and abilities:

- Applying principles and practices of public personnel management.
- 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.

SIGNATURES

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 assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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| EMPLOYEE SIGNATURE | | DATE | |
| I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above. | | | |
| SUPERVISOR NAME | | | |
| SUPERVISOR SIGNATURE | | DATE | |
| PROGRAM BUDGET MANAGER (PBM) NAME | | | |
| PBM SIGNATURE | | DATE | |



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|-----------------------|---|------------------------|------------------|
| NAME | | EFFECTIVE DATE | Month, Day, Year |
| UNIT | Human Resources Office | POSITION NUMBER | 300-145-5157-703 |
| CLASSIFICATION | Staff Services Analyst – Classification & Pay | | |

SCOPE

Under the direct supervision of the Classification and Pay Manager (Staff Services Manager I), the Staff Services Analyst is responsible for making decisions, and providing advice and assistance on varied personnel matters that impact the Department's personnel management program and its ability to carry out its assigned program. The incumbent is also responsible for planning and administering the less complex decentralized examinations and other employee selection functions.

To be able to effectively perform personnel program functions, this position requires knowledge and understanding of California civil service laws and rules, Federal Uniform Guidelines on Employee Selection Procedures, state and departmental policies and procedures, the Department's purpose, mission, and core values.

The incumbent is a first journey level analyst who works with a varied level of independence performing the less complex scope of work using the conceptual approach to solving and reasoning in the administration of the Department's personnel management program.

This position requires the incumbent to plan, organize, and prioritize workload; reason logically, creatively, and use a variety of analytical and research techniques/resources to complete work assignments and resolve personnel-related problems/issues/concerns; establish and maintain confident and cooperative relationships with others; communicate effectively in order to exchange information and/or provide direction; work effectively with departmental employees, all levels of departmental management, other State agencies, and the public; easily adapt to changing priorities; work under pressure to meet the needs of the Department and respond to emergency demands on short notice; operate a personal computer in order to perform daily duties; make mathematical computations as they relate to the personnel management program; and, maintain consistent, regular, predictable attendance. This position may be responsible for sensitive, confidential, and sometimes controversial employee matters, and requires the use of tact and sound judgment that recognizes the best interests of the State and the Department of Finance. These essential functions are required while performing the following duties and responsibilities:

ESSENTIAL FUNCTIONS

| | |
|------------|---|
| 35% | <p>Classification and Compensation Using various personnel references/policies, provide consultation, guidance and technical analyses regarding varied personnel management matters to resolve issues and/or present information, options and/or recommendations. Interpret and implement civil service laws, rules, regulations, departmental policies and procedures, etc. related to personnel matters to gain an understanding and appropriately apply to personnel-related matters, and ensure consistency and compliance. Develop or participate in the development of policies and procedures relating to the personnel management program of the Department.</p> <p>Review/analyze proposed personnel actions to ensure conformity with regulations, classification and pay standards or good personnel practice, and formulate recommendations to properly allocate positions. Conduct classification, pay, staffing, and/or organizational studies. Gather and evaluate data to be used in various personnel activities. Develop and/or revise class specifications to address the needs of the Department or reflect the use of the class. Prepare effective written products utilizing various resources/tools.</p> <p>Conduct audits of personnel programs and/or processes to ensure compliance with applicable regulations; study various personnel operating procedures to correct problems, streamline processes, incorporate changes, etc.</p> <p>Review pay and compute/make salary determinations to ensure appropriate salary for personnel actions.</p> |
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| <p>30%</p> | <p>Discipline, Grievances, and Counseling Consult with and advise management regarding matters of employee discipline, performance, corrective or adverse actions, and rejections on probation. Consult with supervisors and CalHR legal staff regarding efforts to identify and correct performance problems or inappropriate behaviors. Advise of appropriate and equitable administration of disciplinary matters; write adverse actions and accompanying documents to take disciplinary action, review supporting documents to ensure departmental consistency, appropriateness, and completeness.</p> <p>Provide consultation and assist management and employees on various issues including employment, transfer and promotion, leave credit usage, working conditions, pay issues, and all other human resources-related issues.</p> |
| <p>25%</p> | <p>Examinations Using a variety of resources, facilitate examination development to ensure a job related selection process; compose test items to produce a job related selection component; act as proctor for written performance examinations; oversee the administration of the entire examination process; conduct job analyses with individuals and groups of job experts to determine the important and critical behaviors, skills, knowledge, and other characteristics of the job; prepare examination documents to provide publicity and to assist in the administration of the exam process.</p> <p>Provide consultation and assist management and employees on various issues including employment, appropriate list usage, transfer of list eligibility, exam appeals, and any other personnel selection-related issues.</p> <p>Gather and evaluate data for use in various personnel selection activities, including the formulation of a recommendation and/or plan of action. Interpret/implement civil services laws, rules, departmental policies and procedures. Develop and/or revise class specifications to address the needs of the Department or reflect the use of the class. Prepare effective written products utilizing various resources/tools.</p> <p>Conduct audits of personnel programs and/or processes to ensure compliance with applicable regulations; study various personnel operating procedures to correct problems, streamline processes, incorporate change, etc.</p> |
| <p>10%</p> | <p>Special Projects As necessary, serves as coordinator for various programs, which include but are not limited to, Workers' Compensation/Return to Work, Reasonable Accommodation, Mentoring, Family Medical Leave Act, Employee Assistance Program, etc.</p> <p>Perform project work as needed. Prepare various ad hoc and miscellaneous reports, memos and other relevant data; research various issues and prepare appropriate documentation (e.g., issue memos, charts, graphs, etc.).</p> <p>Develop materials/tools for use in formal training classes utilizing various resources/skills. Conduct formal training classes for development of departmental employees utilizing various resources/skills.</p> |

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis
- Governmental functions and organization.

The incumbent is required to possess the following skills and abilities:

- 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.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.

SIGNATURES

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 assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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| EMPLOYEE SIGNATURE | | DATE | |
| I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above. | | | |
| SUPERVISOR NAME | | | |
| SUPERVISOR SIGNATURE | | DATE | |
| PROGRAM BUDGET MANAGER (PBM) NAME | | | |
| PBM SIGNATURE | | DATE | |