



State of California
 California Environmental Protection Agency
 Office Of Environmental Health Hazard Assessment

Incumbent:
 Classification: Associate Personnel Analyst
 Position Number: 811-121-5142-701

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: HRB-001 FY 24-25	Classification Title: Associate Personnel Analyst	Position Number: 811-121-5142-701
Incumbent Name:	Working Title: Exams and Training Analyst	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Administrative Services Division	Section/Unit: Human Resources Branch	Reporting Location: Sacramento
Supervisor's Name: Cassandra Willis	Supervisor's Classification: Staff Services Manager I	CBID: R01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only	
HR Analyst Approval:	Date:
General Statement	
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.	
Position Description	
Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch (HRB) is responsible for the classification and compensation, progressive	



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discipline, recruitment and selection, personnel transactions, worker's compensation, labor relations, equal employment opportunity and reasonable accommodation functions.

Under general direction of the Chief, HRB, the Associate Personnel Analyst (APA) performs the more responsible, varied and complex full journey-level personnel work. The APA is expected to take initiative and perform completed staff work in the areas of examination, recruitment, training, conflict of interest activities, and related special projects pertaining to HRB. The incumbent performs the following duties:

Essential Functions (Including percentage of time)

20%	Administers examinations and establishes eligibility lists for the Office of Environmental Health Hazard Assessment (OEHHA) using appropriate system(s), i.e., the Examination and Certification Online System (ECOS). Audits previous exam information to improve the current examination processes and provides advice on exam plans. Consults with subject matter experts in examination development and provides guidance in examination planning and processing to all levels of departmental management in the development and administration of exams. Develops examination instruments (e.g., training and experience, qualifications appraisals, written, etc.). Prepares correspondence to personally respond to inquiries from external candidates and departmental employees regarding examinations. Conducts exam planning to identify program needs and schedules the examinations to be administered for the department within a fiscal year. Reviews applications to determine qualifying education and/or experience to participate in the examination process. Responds to and assists in resolving appeals resulting from examinations administered by the department. Interprets civil service laws and rules with regards to testing and certification procedures. Develops and provides training to supervisors regarding examination processes. Serves as chairperson on qualifications and appraisal panel interview examinations.
20%	Develops and independently maintains database for the employee training histories and expenditures. Monitors OEHHA staff to ensure the required job related and state mandated training requirements are met. Plans, schedules, coordinates, and tracks training sessions regarding Sexual Harassment Prevention, Leadership Development, Basic Supervision, etc. Assists the Programs to register, confirm, cancel, and approve payment for training ensuring all charges are consistent. Coordinates with managers and supervisors in developing and implementing a departmentwide training plan. Researches and recommends new training materials and maintains a training resource library. Develops informational material and responds to employee inquiries regarding training resources and strategies for career development. Reviews training requests and Individual Development Plans for consistency and appropriateness. Develops guidelines for and advises managers and supervisors on securing appropriate training facilities and instructors. Coordinates evaluations of training courses with program managers and supervisors. Assists managers and budget staff as necessary in projecting training needs and planning an annual training budget. Serves as contract manager for training related contracts.
15%	Processes withholds on applicants who do not meet the minimum qualifications because of being placed on an eligibility list after completion of an examination process. Reviews application to determine if applicant meets the minimum qualifications for the classification. Prepares correspondence to request for additional information from applicant. Completes withhold process for applicants who do meet the minimum qualifications to be removed from eligibility list. Addresses appeals from applicant and/or the SPB. Process withholds for cause for candidates deemed unsuitable for employment in the classification.



15%	Serves as the Form 700 (Statement of Economic Interests) filing officer for OEHHA and liaison between OEHHA and the Fair Political Practices Commission. Maintains electronic system for all Form 700s filers per the Department's conflict of interest code; monitors forms through the electronic system to ensure receipt by designated deadline and follows up with late filers. Responds to filer questions. Provides Form 700 statements for public inspection during regular business hours. Works with administrative liaison staff to process paperwork for volunteers.
10%	Serves as the department's policy coordinator. Works closely with other OEHHA program areas to ensure policies are updated as needed, establishes a policy numbering system, and tracks the issuance of new policy numbers. Posts OEHHA approved policies to the intranet in with assistance from the Information Technology Branch, web team. In addition, develops OEHHA personnel procedures and policy statements. Develops and maintains procedural changes initiated by control agencies, bargaining unit contracts, and the department. Assists departmental staff in planning and managing personnel needs and services including consultation and advice on personnel policies, standards, laws, rules, and procedures. Conducts studies of short and long duration pertaining to examining, procedural development, and processing issues.
10%	Serves as the department's recruitment coordinator. Consults with executive and management to identify recruitment needs. Research various recruitment tools to design and implement overall recruitment strategy. Develops and maintains various contacts with campuses, professional organizations, career websites to send/post recruitment materials. Research appropriate venues for recruitment using social media such as LinkedIn and career websites to post recruitment information. Develops, posts, and distributes recruitment flyers. Coordinates and attends various career fairs and outreach events.

Marginal Functions (Including percentage of time)

5%	Shares responsibility with Classification and Compensation Analyst as backup to the Chief, Human Resources Branch, in their absence. Performs other functions deemed necessary to operate the HRB.
5%	Participates in Racial Equity and Environmental Justice (REEJ) focused training sessions aimed at enhancing understanding and implementation of REEJ principles within OEHHA's recruitment practices.

Typical Physical Conditions/Demands

The job requires extensive use of a personal computer and the ability to sit/stand at 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

OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office arranged in cubicles, not all of which have direct natural illumination. Time critical assignments are part of the workload. Repetitive motion in using office equipment occurs. Travel to off-site meetings may be required as necessary. Participation in teleconferences and webinars is required. May be required to travel to other OEHHA locations for business related needs as necessary.



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Special Requirements of Position (Check all that apply)

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:



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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
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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*.

**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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

Employee Name	Employee Signature	Date
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