

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration Division				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-5157-xxx		Position ID 28
UNIT Personnel				CLASSIFICATION TITLE Staff Services Analyst		
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 1	WORKING TITLE Personnel Analyst	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Personnel Officer, this position performs the less complex analytical and technical personnel and examination duties for the State Treasurer's Office (STO) and the Boards, Commissions, and Authorities (BCAs) under its purview.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
55%	Review Request for Personnel Action, packages from managers with less complex hiring needs, requesting to refill, reclassify, establish, transfer, or redirect positions. Determine the appropriateness of the request by making comparisons of various allocation factors; determine whether the duties are in line with the scope of the classifications and the request meets departmental and control agency guidelines; make recommendations for approval or denial. Coordinate the hiring process to ensure the Department complies with laws, rules, regulations, and bargaining unit agreements. Work directly with managers in the recruitment and selection process by guiding the them through the appropriate phases of the hiring process, ensuring all are completed appropriately; assist managers with drafting duty statements appropriate for the classification being recruited for; provide guidance relating to all requirements of the hiring phases including required documentation; counsel and advise managers of opportunities and obstacles in classification and pay matters; advertise positions; determine eligibility of applicants, including complex minimum qualification and transfer determinations; and complete complex salary determinations and salary reconstructions. Provide information to members of the public or other departments concerning departmental programs, classifications utilized, and employment possibilities.					
20%	Review and analyze less complex requests, under the guidance of a senior analyst and/or manager, for hiring above minimum, promotions in place, reclassifications, training and development assignments, out-of-class assignments, temporary assignments or loaning of employees, temporary authorization appointments, compelling management needs, and exceptional allocations to determine the appropriateness of the request. Assist with recommendations for approval or denial of the requests; consult with management in developing the Departments' position in responding to all requests; draft written justifications supporting the recommendation. Provide information relating to less complex classification and pay issues in response to grievances, merit issue complaints, and appeals.					
15%	Assists with the administration of departmental examinations; reviews test material and conducts test research; serves as the chairperson on interview panels for examinations in which the STO and BCAs participate.					

5%	Assists with the preparation of job analysis for classifications used by the STO and BCAs which includes, but may not be limited to: researching, collecting data, analyzing information to prepare a detailed statement of work behaviors to ensure the knowledge, skills, and abilities are valid prerequisites to the performance of job tasks as well as essential functions of the job; conducts classification surveys; and conducts interviews of incumbents, supervisors and focus groups for job analysis.
5%	Performs other job related duties as required.

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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