

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement:

Revision Date:

1. Position Information			
A. Employee Name:			
<input type="text"/>			
B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Classification Title:		G. Working Title:	
<input type="text"/>		<input type="text"/>	
H. Division:		I. Branch/Section/Unit:	
<input type="text"/>		<input type="text"/>	
2. POSITION REQUIREMENTS			
Special Requirement: <i>Check All that Apply</i>			
Bilingual Fluency (Non-English Language) - Specify Below Background Check Requirements Other - Specify Below			
A. Special Requirements Description, as applicable:			
<input type="text"/>			
B. Conflict of Interest Required (Gov. Code 87300, et seq.)?			
		Yes	No
This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.			
3. SUPERVISION			
A. Supervision Received:			
<input type="text"/>			

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:

Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

Business Technology Mgmt.

Software Engineering

IT Project Mgmt.

System Engineering

Information Security

Client Services

%

%

%

%

%

MARGINAL FUNCTIONS

%

%

TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement: Current

Revision Date: 3/26/2025

1. Position Information

A. Employee Name:

Vacant

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
817-630-5157-717	R01	2	

F. Classification Title:	G. Working Title:
Staff Services Analyst	Performance Management Analyst

H. Division:	I. Branch/Section/Unit:
Choose Item	Human Resources Branch/Employee Relations Section/Performance Management Unit

2. POSITION REQUIREMENTS

Special Requirement: *Check All that Apply*

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

A. Special Requirements Description, as applicable:

Performs duties under the supervision of the Performance Management Unit (PMU) Manager in the Employee Relations Section.

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? Yes No

This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

3. SUPERVISION

A. Supervision Received:

Performs duties under the supervision of the Staff Services Manager I in the Employee Relations Section.

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under the supervision of the Staff Services Manager I, the Staff Services Analyst in the Employee Relations Section within the Human Resources Branch, is a journey level analyst who, with guidance, supports and assists performing the varied and complex technical work of the Department's labor relations and personnel management programs.

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:

Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

Business Technology Mgmt.

Software Engineering

IT Project Mgmt.

System Engineering

Information Security

Client Services

25 %

Assists with the review, research, and consults with departmental leadership and provides assistance, interpretation, and guidance to managers and supervisors concerning civil service laws and rules, personnel management practices, and collective bargaining agreements to ensure the most current and up-to-date knowledge for the specific personnel management issues at hand. Maintains ongoing communication with the Performance Management Manager. Identifies best practices in making recommendation on changes to the program as appropriate.

<p>25 %</p>	<p>Supports serving as a consultant and advisor to all levels of management on the preventive, corrective, and adverse action phases of the progressive discipline process. Drafts, reviews, evaluates, and provides guidance to program management regarding draft personnel actions, which include counseling memoranda, expectations, rejections during probation, Absent Without Leave (AWOL) issues, and formal adverse action; consults with departmental attorneys. Coordinates and ensures actions are legally served and employee's Skelly rights are met.</p>
<p>20 %</p>	<p>Supports the Labor Relations Officer in reviewing and providing recommendations on new, updated and revised DCSS policies for potential Labor Relation (LR) issues; Researches various bargaining unit contracts, State Personnel Board laws and rules, Departmental policies, California Department of Human Resources (CalHR) announcements, laws and policies of labor administration to obtain necessary information as needed to prepare department-level grievances. Assists with grievance conferences, as needed. Interprets and administers Memorandums of Understanding (MOUs), laws, rules, policies, procedures, past practices, and other resources related to LR and provides technical assistance to DCSS staff on a variety of issues such as access to facilities, union activities and materials, compliance with MOU provisions for DCSS employees; consults with and provides technical assistance to the Personnel Officer on classification, pay, personnel management and selection matters for LR impact. Assists in the preparation of Union notices regarding changes in the MOUs.</p>

15 %	<p>With guidance, supports collaboration to build strategic and positive work relationships with other departments and DCSS management, as needed, to address and resolve LR issues for DCSS employees; analyzes and assesses impact of transition of functions and employees between DCSS and other entities, and develops and implements recommendations aimed at mitigating any potential employee impact.</p> <p>Assists with serving as a liaison with CalHR and Labor Unions, including liaison with on-site job stewards; reviews and implements union leave requests and reimbursement; facilitates communication between departmental managers and supervisors, CalHR, union representatives, job stewards and employees on LR issues.</p>
10 %	<p>With guidance, develops and conducts training for departmental management staff on employee evaluations, performance management, including progressive discipline, and labor relations issues.</p>

MARGINAL FUNCTIONS

5 %	Assists with providing assistance and consultation to Health and Safety Officer on workplace violence and other related issues for LR impact; responds to inquiries from departmental and external customers on LR issues and performs other necessary duties as required.
100 %	TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

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6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

A high degree of independence is exercised whereby errors in judgment, ineffective representation, or mistakes can have significant impact on the department. These can result in unnecessary loss of arbitration, filing of unfair labor practice charges, grievances, negative relations with labor union representatives and employees, and potential job actions.

B. Personal Contacts:

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7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: **Yes** **No**

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	

B. Personal Contacts:

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Date:	