

**DUTY STATEMENT**

Employee Name:	Position Number: 580-120-5157-XXX
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Payroll Special Projects Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/ Payroll, Benefits, and Disability Management Section/ Payroll and Benefits Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### **Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a wide variety of technical and analytical work associated with training, payroll, benefits, and leave accounting projects.

Under the guidance of management, the Staff Services Analyst (SSA) coordinates and monitors critical project efforts, including employee pay auditing, employee retirement reviews, and accounts receivable audits. Responsible for analyzing and resolving complex discrepancies, as well as addressing escalated issues. Provides technical support to management regarding audit procedures. Reviews and assesses benefit and personnel program policies, procedures and processes, and

provides recommendations to ensure compliance with control agency regulations. Develops comprehensive training material and provides training for personnel specialist.

Successful performance of these duties requires the incumbent to develop and maintain good working relationships with internal and external departmental staff as well as control agency personnel.

The SSA classification is distinguished from the Associate Governmental Program Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under supervision of the Staff Services Manager I (Supervisory) (SSM I), Payroll and Benefits Services Unit (PBSU) Chief.

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### **Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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### **Essential Functions (including percentage of time)**

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40% Under supervision, coordinates and monitors critical project efforts for the PBSU, pertaining to various personnel and benefit related activities, including but not limited to, employee pay auditing and verifications, employee retirement program audits, the Dependent Reverification (DRV), and auditing accounts receivables.

Analyzes and responds to critical benefit and personnel program inquiries and errors. Researches and responds to benefit audit statements/reports, reviews, and reconciles benefit program invoices and discrepancies, and develops correspondence in response to control agency requests. Assists in identifying and responding to escalated benefit and personnel related issues, reviews, and coordinates benefit appeal cases, and works with PBSU staff to resolve benefit, retirement, and personnel matters.

30% With guidance from supervisor, analyzes and conducts research on prior and current processes, control agency policy changes, laws, rules, policies, and procedures. Reviews, evaluates, and assesses benefit and personnel program policies, procedures and processes relating to the PBSU and recommends updates and new policies to comply with control agency laws and policies.

Corresponds both orally and in writing with departmental employees, management, control agencies, and the public concerning personnel related laws, rules, policies, and procedures.

Coordinates responses with supervisors and management to ensure all pertinent facts and information are provided.

- 15% Provides training to Personnel Specialists. Develops and maintains training materials, including job aids and assessment tools, with supervisor oversight for staff pertaining to personnel, payroll, benefits, leave accounting, and other Human Resources Division (HRD) related subjects. Creates and maintains desk procedures and prepares and validates reports. Monitors project plans, develops, reviews, and maintains correspondence and informational memos.
- 10% Supports PBSU management with technical support by providing information to departmental personnel and coordinating with control agencies for resolution related to audit processes and activities.

### **Marginal Functions (including percentage of time)**

- 5% Serves as back-up to Personnel Specialists during absences and periods with heavier workloads. Attends trainings, meetings, and forums. Performs other job-related duties as required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: JC

Date: 04/08/25

**DUTY STATEMENT**

Employee Name:	Position Number: 580-120-5393-XXX
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Payroll Special Projects Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll, Benefits, and Disability Management Section/Payroll and Benefits Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing as the expert staff resource responsible for a wide variety of technical and analytical work associated with training, payroll, benefits, and leave accounting projects.

The Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex technical analytical work associated with payroll, benefits, and leave accounting projects. Coordinates and monitors critical project efforts, including employee pay auditing, employee retirement reviews, and accounts receivable audits. Responsible for analyzing and resolving complex

discrepancies, as well as addressing escalated issues. Provides technical support to management regarding audit procedures. Reviews and assesses benefit and personnel program policies, procedures and processes, and provides recommendations to ensure compliance with control agency regulations. Develops comprehensive training material and provides training for personnel specialist.

Successful performance of these duties requires the incumbent to develop and maintain good working relationships with internal and external departmental staff as well as control agency personnel.

The incumbent works under direction of the Staff Services Manager I (Supervisory) (SSM I) ,Payroll and Benefits Services Unit (PBSU) Chief.

### Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### Essential Functions (including percentage of time)

- 40% Coordinates and monitors critical project efforts for the PBSU, pertaining to various personnel and benefit related activities, including but not limited to, employee pay auditing and verifications, employee retirement program audits, the Dependent Reverification (DRV), and auditing accounts receivables.

Analyzes and responds to critical benefit and personnel program inquiries and errors. Researches and responds to benefit audit statements/reports, reviews, and reconciles benefit program invoices and discrepancies, and develops correspondence in response to control agency requests. Identifies and responds to escalated benefit and personnel related issues, reviews, and coordinates benefit appeal cases, and works with PBSU staff to resolve complex benefit, retirement, and personnel matters.

- 30% Evaluates, analyzes, and conducts research on prior and current processes, control agency policy changes, laws, rules, policies and procedures. Reviews, evaluates, and assesses benefit and personnel program policies, procedures and processes relating to the PBSU and recommends updates and new policies to comply with control agency laws and policies.

Corresponds both orally and in writing with departmental employees, management, control agencies, and the public concerning personnel laws, rules, policies, and procedures. Coordinates responses with supervisors and management to ensure all pertinent facts and information are provided.

- 15% Serves in a lead capacity to PBSU staff and provides training to Personnel Specialists. Develops and maintains training materials, including job aids and assessment tools, for staff pertaining to personnel, payroll, benefits, leave accounting, and other Human Resources

Division (HRD) related subjects.

Creates and maintains desk procedures and prepares and validates reports. Coordinates and monitors project plans, develops, reviews, and maintains correspondence and informational memos.

- 10% Provides technical support to PBSU management by providing information to departmental personnel and coordinating with control agencies for resolution related to audit processes and activities.

### **Marginal Functions (including percentage of time)**

- 5% Provides back up to Personnel Specialists during absences and periods with heavier workloads. Attends trainings, meetings, and forums. Performs other job-related duties as required.

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

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: JC

Date: 04/08/25