

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME	CLASSIFICATION	POSITION NUMBER
Vacant	Associate Personnel Analyst	016-120-5142-XXX
DIVISION	UNIT	EFFECTIVE DATE
Administrative Services	Human Resources	

SUMMARY OF RESPONSIBILITIES

Under general direction of the Human Resources (HR) Office Staff Services Manager I, the incumbent independently performs varied and complex work related to personnel, in addition to transaction duties in a variety of personnel transaction areas. The incumbent organizes, plans, consults, and assists employees in the general operations of the HR office. Duties include, but are not limited to:

Description of Essential Functions:

- 40% Process Personnel Action Requests (PAR) for appointments, separations, promotions, retirements, miscellaneous changes, Catastrophic Leave, State Disability Insurance, Nonindustrial Disability Insurance, Industrial Disability Leave, merit salary adjustments, alternate range movements, etc. Review and process all employee benefit documents for Health, Dental, and Vision, etc. for enrollments, changes, and cancellations. Process payroll documentation through the State Controller's Office (SCO) automated payroll systems, reconcile and release master payroll, overtime, and other supplemental warrants; report exceptions to payroll (such as name changes, dock, separations and etc.); calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments; and prepare documents per court ordered subpoenas and employment verifications. Facilitates Workers' Compensation (WC) claims; ensures accurate and timely submission of claim forms to the State Compensation Insurance Fund (SCIF). Ensure compliance with State Laws, Bargaining Unit provisions, and departmental rules and regulations.
- 20% Input leave into the California Leave Accounting System (CLAS) on a monthly basis; audit leave accrual and usage; maintain leave balances; monitor hours worked for permanent intermittent employees, retired annuitants, and student assistants. Maintain the accuracy of the Leave Accounting Balance (LAB) reports. Maintain employee Official Personnel Files.
- 15% Review and analyze proposed personnel actions for completeness; ensure requests meet department and control agency guidelines; analyze justifications related to out-of-class assignments and exceptional allocations; create and post Job Opportunity Bulletins; order certification lists and employment inquiry letters; determine minimum qualifications and eligibility; prepare and provide written responses for withholds and merit issue complaints; review and

Associate Personnel Analyst

approve screening criteria, rating sheets, and interview questions; and conduct Official Personnel Files reviews. Ensure conformity with merit-based hiring practices consistent with California Department of Human Resources and State Personnel Board's guidelines, laws, rules and department policies and procedures. Consult, advise, and make recommendations and/or provide alternative solutions to management regarding hiring, position allocations, and organizational changes.

- 15% Resolve transaction problems arising from employment history and payroll documentation; advise and inform management regarding the interpretation of collective bargaining agreements; analyze, evaluate, and assist in developing policies to improve efficiency; develop memos, letters, processes, and correspondence; prepare reports, create forms and manuals; assist with developing and presenting training; conduct onboarding sessions with new departmental employees; maintain accurate onboarding records and ensure timely completion of all documentation in accordance with HR protocols and regulatory requirements. Act as a liaison with control agencies and other State of California departments in resolving pay and benefit problems.
- 5% Consult with management regarding efforts to identify and correct performance problems; draft documents related to employee discipline (e.g. counseling memorandums, notices of rejection from probationary appointments, and adverse actions). Provide technical expertise and utilize various reference sources, including the Personnel Transactions Manual, Payroll Procedures Manual, SPB Laws & Rules, CalHR Regulations SPB/CalHR Policy Memos, and PERS Manuals.

Marginal Functions:

- 5% Provide technical assistance to employees requesting reasonable accommodation, family medical leave, catastrophic leave, leave of absence etc. (e.g., submission of appropriate documentation and physician verification forms) and provide support to management, identifying regular and/or limited duties that come with medical restrictions.

Supervision Received:

The Associate Personnel Analyst receives general direction from the Staff Services Manager I.

Supervision Exercised:

None.

Administrative Responsibility:

Adhere to the civil service laws, rules, policies, and procedures pertaining to HR.

Personal Contacts:

The Associate Personnel Analyst has daily contact with department management and employees, control agency representatives, and other state agency personnel.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

Performance Expectations:

- Provide customers with effective service by timely responding to e-mails and phone calls within 24 hours of receipt with the exception of emergency issues in which the incumbent will respond as soon as possible.
- Back-up any HR staff member in their absence, as directed by the SSM I (Sup) to ensure continuity of service to CSD employees and the public.
- Treat all assignments personally given to you by the Director, Chief Deputy Director, or the Deputy Director for Administrative Services, as priority.
- Complete assigned tasks accurately and timely.
- Keep supervisor apprised of current work priorities and workload status.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and established timelines are met; or anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action.
- Obtain supervisor's review and approval on assignments that involves any potentially sensitive matters.
- Exercise good judgment in: (a) advising all levels of staff on a variety of HR issues, ensuring that advice is consistent with applicable laws, rules, policies, and procedures, and (b) appropriately refers existing or potential problems or issues to your supervisor.
- Effectively communicate a variety of laws, rules, policies, or procedures in a manner that is understandable and grammatically correct.
- Exercise tact, resourcefulness and good negotiation skills in daily contact with all levels of staff and the public.
- Keep updated and appropriately apply current laws, rules, policies and procedures governing HR related issues.
- Able to gain and maintain the confidence and cooperation of those contacted during the course of work.
- Convey a professional demeanor to all those contact in the course of work and projects in a positive image of technical expertise, trust, helpfulness and fairness.
- Use creative thinking techniques to solve problems and expand viable solutions.

Associate Personnel Analyst

- Be a team player.
- 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.
- Maintain at least intermediate to advance skill level on PC software that directly impact assignments and be willing to learn new programs as they are incorporated into office operations.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the Department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

Job Requirements:

Ability to perform the essential functions of the job, with or without reasonable accommodations including communicate effectively, comprehend, evaluate, and follow written instructions, type and use personal computers.

I have read and understand the duties outlined in this document.

Can you perform the essential functions of the position, with or without reasonable accommodation?

_____ YES

_____ NO

If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

JOB TITLE

DATE

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME	CLASSIFICATION	POSITION NUMBER
Vacant	Staff Services Analyst	016-120-5157-XXX
DIVISION	UNIT	EFFECTIVE DATE
Administrative Services	Human Resources	

SUMMARY OF RESPONSIBILITIES

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Staff Services Analyst

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Marginal Functions:

5% Provide technical assistance to employees requesting reasonable accommodation, family medical leave, catastrophic leave, leave of absence etc. (e.g., submission of appropriate documentation and physician verification forms) and provide support to management, identifying regular and/or limited duties that come with medical restrictions.

Supervision Received:

The Staff Services Analyst receives direct supervision from the Staff Services Manager I.

Supervision Exercised:

None.

Administrative Responsibility:

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Personal Contacts:

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Actions and Consequences:

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Staff Services Analyst

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