

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 10/24/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Associate Personnel Analyst		E. POSITION WORKING TITLE HR Consultant
F. CURRENT POSITION NUMBER 695-244-5142-703		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Human Resources/ Personnel Operations/HR Consulting Services/Rancho Cordova PG 1		I. SUPERVISOR NAME AND CLASSIFICATION Christie S, Staff Services Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY, 8AM-5PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties
 Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the HR Consulting Manager (Staff Services Manager I), the Human Resources Consultant (HR Consultant) serves as a subject matter expert in classification and selection services within the California Department of Technology (CDT). The incumbent independently performs complex analytical and consultative personnel management functions, including classification analysis, position allocation, recruitment support, salary determinations, and hiring process oversight. The HR Consultant ensures all personnel actions comply with State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws, rules, policies, and merit-based employment principles.</p>
% of time performing duties 30%	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Classification and Position Allocation</p> <ul style="list-style-type: none"> Consult with hiring managers and program liaisons to assess organizational needs and recommend appropriate classifications and staffing structures. Analyze and approve Requests for Personnel Action (RPAs), including establishment of new positions, reclassifications, backfills, and other transaction types. Analyze duty statements, org charts, class specifications, and CalHR guidelines to ensure appropriate classification and allocation; make recommendations when adjustments are necessary. Conduct desk audits and out-of-class reviews; prepare findings and advise management on corrective actions or structural changes. Consult with managers and supervisors on issues related to improving the productivity and competence of department employees consistent with state laws, rules, and collective bargaining agreements for assigned divisions.
25%	<p>Recruitment, Job Posting, and Application Processing</p> <ul style="list-style-type: none"> Partner with hiring managers and program liaisons to post and manage job announcements in CalCareers via the Exam and Certification Online System (ECOS), ensuring alignment with classification specifications and CalHR standards. Order and maintain certification lists, monitor list expiration dates, send contact letters, redact applications, and release applications to program staff within required timeframes. Maintain recruitment records, including job controls, application logs, and vacancy tracking. Provide guidance on ECOS functionality, recruitment timelines, and certification list management.
25%	<p>Selection Package Review & Hiring Compliance</p>

- Review and approve selection materials (screening criteria, interview questions, scoring matrices, justifications) for job-relatedness and compliance with SPB merit principles.
- Verify candidate eligibility based on list rank, transfer, reinstatement, SROA/surplus status, and other appointment rules.
- Assess applications to confirm candidates meet minimum qualifications (MQs) and process withhold actions when applicable. Respond to MQ appeal requests in accordance with SPB and CalHR rules.
- Review Training and Development (T&D) assignments for appropriateness and eligibility under applicable rules and ensure assignments are properly documented and justified.
- Ensure all selection packages are complete and reflect a fair and merit-based process.

10%

Salary and Appointment Consultation

- Conduct salary determinations for new hires, promotions, and other appointment types including alternate range placements and applicable pay differentials.
- Advise hiring managers on appropriate starting salaries, movement between classifications, and salary rules under CalHR regulations.
- Approve and document final salary determinations to ensure consistency and compliance.

5%

CEA Examination and Selection Process

- Provide expert consultation and technical support in the development and administration of Career Executive Assignment (CEA) examinations and selection processes.
- Assist program areas with duty statements, justifications, and screening criteria aligned with executive-level leadership competencies and CEA allocation guidelines.
- Ensure all examination materials, job announcements, and selection tools are job-related and comply with CalHR and SPB requirements.
- Review selection packages for completeness prior to submission.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Participate in department-wide HR initiatives, workgroups, and training sessions related to personnel management.
- Assist in the development and revision of HR policies, procedures, templates, and tools related to classification and selection.
- Provide coverage for unit staff during absences or periods of high workload.

Work Environment Requirements

- Must be proficient in Word and familiar with Excel and Visio software.
- Must be able to manage multiple priorities in a fast-paced work environment.
- Travel by car may be required to attend meetings, trainings, and/or visit other office locations.
- Occasional overtime may be required.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The APA is under the direct supervision of the SSM I and is provided general direction and guidance. However, the incumbent acts with a high degree of independence and needs to be effective in a number of areas where good judgment and sound decision-making are necessary.

Actions and Consequences:

The APA is expected to independently interact with program supervisors and managers to effectively allocate positions and provide guidance and advice. Failure to accurately allocate positions could result in misallocated positions and possible loss of control Agency delegations. This would severely impact the Department's ability to fill positions in a timely manner.

Personal Contacts:

The APA has frequent and regular contact with staff at all levels of the organization. As such, the APA must communicate professionally and effectively, utilizing tact and diplomacy to establish and maintain positive working relationships in all situations. Additionally, the APA may interact with various control agencies, including the California Department of Human Resources (CalHR), the State Controller's Office (SCO), and the State Personnel Board (SPB).

Administrative and Supervisory Responsibilities:(Indicate "None" if this is a non-supervisory position.)

None.

Supervision Exercised:

None

Other Information

Desirable Qualifications: (List in order of importance.)

The APA will ideally have HR experience and demonstrate familiarity with laws and regulations related to classification and compensation.

- Strong analytical, investigative, and problem-solving skills, including proficiency in research and data analysis.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with all levels of staff within the organization.
- Exceptional planning and organizational abilities, ensuring tasks are managed efficiently and deadlines are met.
- High level of diplomacy, tact, and professionalism, particularly in stressful or challenging situations.
- Experience in coordinating and facilitating meetings and events, ensuring smooth and productive interactions.
- Self-starter with the ability to take initiative and follow through on assigned projects.
- Adaptability and multitasking abilities, allowing for success in a dynamic, fast-paced environment.
- Creative thinking and resourcefulness, with the ability to find innovative solutions to complex problems.
- Team-oriented mindset, with the ability to collaborate effectively in a group setting.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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