

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/2015)

Classification Title	Board/Bureau/Division
Associate Governmental Program Analyst	Bureau of Automotive Repair
Working Title	Office/Unit/Section / Geographic Location
Personnel Liaison	Administration Branch/Personnel Unit/Rancho Cordova
Position Number	Name and Effective Date
646-100-5393-802	

General Statement: Under the direction of the Staff Services Manager I, Bureau of Automotive Repair, the Associate Governmental Analyst (AGPA), independently performs difficult and complex personnel work for the Bureau of Automotive Repair. Duties include but are not limited to the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

45% Classification and Compensation Work (E)

Conducts classification analyses to determine appropriate allocation levels and classifications by reviewing and comparing classification specifications, allocation guidelines, historical data, and duty statements. Utilizes the principles and goals of the HR Modernization system to streamline the recruitment process and implement a consistent recruitment and selection process to aid in the development of a well-qualified, high performance workforce. (15%)

Writes justification memos to support proposed position upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in classes, downgrades of existing positions, Training and Development (T&D) assignments, and refills of existing positions. Relays salary information to potential candidates for application screening purposes. Identifies if Hire Above Minimum (HAMs) and T&D assignments may be appropriate, prepares request and submits to the Department's Office of Human Resources Office (OHR) for final determination. Prepares and revises duty statements and organizational charts for proposed organizational changes. Prepares all personnel transmittal documents; processes all hiring and appointment documents and ensures appropriate completion and routing. (15%)

Interprets and advises management and staff on a wide variety of California Department of Human Resources (CalHR), State Personnel Board (SPB), and Bargaining Unit Contract laws, rules, processes and procedures. (10%)

Performs reference checks on candidates and conducts Official Personnel File (OPF) reviews. Provides technical direction and assistance to management in vacancy recruitment efforts, which include preparing for and performing hiring interviews. Prepares job posting templates, responds to emails and phone calls from interested parties regarding vacancies, screen applications, and sit on interviewing panels. (5%)

30% Personnel Consultation (E)

Acts as the initial point of contact for all levels of BAR staff; assists with staff inquiries regarding human resource issues such as recruitment, appointment, classification and pay issues.

Provides guidance and assistance to BAR management in the preparation of performance improvement plans, probationary reports and upward mobility patterns. Works with BAR management and the Department of Consumer Affairs (DCA) Selection Services staff to conduct necessary examinations for BAR.

In conjunction with OHR, assists with resolving issues and concerns relating to attendance, appointment, leave balances, employment history, pay, benefits, and employee information.

10% Health and Safety Liaison (E)

Analyzes, interprets and advises management and staff of the laws, rules, policies, processes and procedures of all Health and Safety Programs, in accordance with DCA, including; FMLA, Workers Compensation, Reasonable Accommodation, Temporary Modified Duty Assignments, Catastrophic Leave, Non-Industrial Disability, State Disability Insurance, Paid Family Leave, Leave of Absences, i.e. medical, personal or military, and the Employee Assistance Program. Responds to requests by interpreting current policy and coordinates the implementation of the request. Coordinates exchange of information between staff and DCA. Monitors the progress and disposition of claims to ensure BAR maintains appropriate files and information relating to claims.

5% Special Projects and Assignments (E)

As requested by BAR management, independently conducts and completes complex special projects involving human resources issues, as it relates to labor relations or health and safety. Writes/revises BAR's personnel policies and procedures based on changes in the laws/rules governing personnel procedures or changes in Department policy. Develops and presents training to BAR staff and management on personnel matters, including processes and requirements for new and transfer employees, employee performance evaluations, FMLA, and various leave programs.

5% Research and Analysis (E)

Researches and prepares reports or issue memorandums with recommendation to management on BAR personnel matters including but not limited to vacancy reports, status reports, expenditures, and changes to or trends in BAR's hiring and recruitment and retention practices.

5% Miscellaneous (M)

Assists the SSM I with departmental issues such as development of BAR examination plan, sensitive employee issues, providing data for budget projections and attending various meetings, hearings, and conferences when needed, which may include collaborating with OHR.

B. Supervision Received

Under the direction of the Staff Services Manager I, the AGPA receives the majority of assignments from the Staff Services Manager I and may receive assignments from the Staff Services Manager II and/or Executive Management.

C. Supervision Exercised - NONE

D. Administrative Responsibility - NONE

E. Personal Contacts

The AGPA has frequent, often sensitive contact with BAR employees; DCA Personnel staff; daily contact with BAR management to consult on routine to sensitive employee issues; occasional contact with the public and other agencies.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of BAR management to meet its mission and objectives. Errors could result in BAR employees receiving incorrect pay and benefits, as well as placing the department at risk for grievances, legal action, and possible loss of delegation.

G. Functional Requirements

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation

H. Other Information

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation when necessary to attend hearings or provide consultation. Incumbent must: maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs. The incumbent must also be aware of potential precedent-setting decisions that could have statewide impact.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (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 discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

OHR Approved: 11/2018

Department of Consumer Affairs

Position Duty Statement

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Classification Title	Board/Bureau/Division
Staff Services Analyst	Bureau of Automotive Repair
Working Title	Office/Unit/Section / Geographic Location
Personnel Liaison	Administration Branch/Personnel Unit/Rancho Cordova
Position Number	Name and Effective Date
646-100-5157-809	

General Statement: Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) acts as Personnel Liaison for the Bureau of Automotive Repair (BAR) and is responsible for providing technical expertise, training, guidance, assistance and support to BAR employees, supervisors and managers. The SSA under supervision, and in a learning and training capacity, will perform varied analytical work, will learn the applicable laws and rules of personnel management and apply the information to a variety of BAR analytical assignments related to personnel functions. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

45% Classification and Compensation Work (E)

Assist with classification analyses to determine appropriate allocation levels and classifications by reviewing and comparing classification specifications, allocation guidelines, historical data, and duty statements. Utilize the principles and goals of the HR Modernization system to streamline the recruitment process and implement a consistent recruitment and selection process to aid in the development of a well-qualified, high performance workforce. (15%)

Assist with drafting and developing justification memos to support proposed position upgrades, changes to duties of existing positions, transfers, out of class assignments, changes in classes, downgrades of existing positions, Training and Development (T&D) assignments, and refills of existing positions. Identify if Hire Above Minimum (HAMs) or T&D assignments may be appropriate, prepares a request and submits to the Department's Office of Human Resources Office (OHR) for final determination. Prepare and revise duty statements and organizational charts for proposed organizational changes. Prepare all personnel transmittal documents; process all hiring and appointment documents and ensure appropriate completion and routing. (15%)

Interpret and advise management and staff on a wide variety of CalHR and SPB laws, rules, processes and procedures, collective bargaining contracts including but not limited to, bargaining units 1, 4, 7, 9, 11, and 12 as related to employee transactions, classification and pay, and labor relations issues. (10%)

Perform reference checks on candidates and conduct Official Personnel File (OPF) reviews. Provide technical direction and assistance to management in vacancy recruitment efforts, which include preparing for and assist with hiring interviews. Prepare job posting templates, advertisements, respond to emails and phone calls from interested parties regarding vacancies, screens applications, and sits on interviewing panels. (5%)

30% Personnel Consultation (E)

Act as the Initial point of contact for all levels of BAR staff; assist with staff inquiries regarding human resource issues such as recruitment, appointment, classification and pay issues. (15%)

Assist BAR management in the preparation of performance improvement plans, probationary reports and upward mobility patterns. Assist BAR management and DCA Selection Services staff to conduct necessary examinations for BAR. (10%)

In conjunction with OHR, assist with resolving issues and concerns relating to attendance, appointment, leave balances, employment history, pay, benefits, and employee information. (5%)

10% Health and Safety Liaison (E)

Analyze, interpret and advise management and staff of the laws, rules, policies, processes and procedures of all Health and Safety Programs, in accordance with DCA, including; FMLA, Workers Compensation, Reasonable Accommodation, Temporary Modified Duty Assignments, Catastrophic Leave, Non-Industrial Disability, State Disability Insurance, Paid Family Leave, Leave of Absences, i.e. medical, personal or military, and the Employee Assistance Program. Respond to requests by interpreting current policy and coordinates the implementation of the request. Coordinate exchange of information between staff and DCA. Monitor the progress and disposition of claims to ensure BAR maintains appropriate files and information relating to claims.

5% Special Projects and Assignments (E)

As requested by BAR management, conduct and complete special projects of average complexity involving human resources issues, as it relates to labor relations or health and safety. Assist in the revision of BAR's personnel policies and procedures based on change in the laws/rules governing personnel procedures or changes in Department policy. Assist with developing and presenting training to BAR staff and management on personnel matters, including processes and requirements for new and transfer employees, employee performance evaluations, FMLA, and various leave programs.

5% Research and Analysis (E)

Research and prepare reports or issue memorandums with recommendations to management on BAR personnel matters including but not limited to vacancy reports, status reports, expenditures, and changes to or trends in BAR's hiring and recruitment and retention practices.

5% Miscellaneous (M)

Assist the SSM I with departmental issues such as development of BAR examination plan, sensitive employee issues, provide data for budget projections and attend various meetings, hearings, and conferences when needed, which may include assisting in the Headquarters Office of Human Resources.

B. Supervision Received

Under the supervision of the SSM I, the SSA receives the majority of assignments from the SSM I and may receive assignments from the Staff Services Manager II and/or Executive Management.

C. Supervision Exercised

NONE

D. Administrative Responsibility

NONE

E. Personal Contacts

The SSA has frequent, often sensitive contact with BAR employees; DCA Personnel staff; daily contact with BAR management to consult on routine to sensitive employee issues; occasional contact with the public and other agencies.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of BAR management to meet its mission and objectives. Errors could result in BAR employees receiving incorrect pay and benefits, as well as placing the department at risk for grievances, legal action, and possible loss of delegation.

G. Functional Requirements

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

The incumbent is required to travel throughout an assigned geographical area by various methods of transportation when necessary to attend hearings or provide consultation. Incumbent must: maintain confidentiality, possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs. The incumbent must also be aware of potential precedent-setting decisions that could have statewide impact.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (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 discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name