DEPARTMENT OF JUSTICE

DIVISION OF LAW ENFORCEMENT

Office of the Chief

420-710-5393-017

**JOB TITLE:** Associate Governmental Program Analyst (AGPA)

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager I (SSM I), the AGPA serves as the lead Personnel Liaison to Analysts that perform routine analysis and interpretation of rules and regulations related to personnel matters for the Division of Law Enforcement (DLE). Provides consultative services, analytical support, advice, and problem resolution to management regarding personnel matters. Gathers, analyzes, maintains information, researches, and makes recommendations relating to recruitment, hiring, classification, pay, civil service testing, position control, and personnel services.

The AGPA must possess exceptional interpersonal skills, extensive knowledge of Division and Department policies and procedures, and the ability to elicit information and cooperation from personnel at varying levels of authority throughout the organization.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** Acts as lead to Division Personnel Liaisons. May serve as acting unit supervisor in the absence of the SSM I.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time; ability to use keyboard and type for extended periods of time.

**TYPICAL WORKING CONDITIONS:** The AGPA will work in a cubicle in a general, smoke-free office setting.

**ESSENTIAL FUNCTIONS:**

65% Acts as the lead analyst to the Division Personnel Liaisons, providing guidance and direction to staff responsible for the preparation, coordination and tracking of Requests for Personnel Action (RPA), Budget Authority Verification Requests (BAVR) and related documents for Division staff. Maintains written procedures for and develops, prepares, and presents training sessions to Division Personnel Liaisons as needed.

Independently researches, analyzes, and resolves critical and complex personnel issues. Researches laws, rules, and regulations concerning personnel and employee issues. Independently reviews, edits, and/or revises duty statements and position justification documents. Processes all personnel actions in accordance with the policies and procedures, laws, rules and regulations of the department, the division, the bureau, the California Department of Human Resources (CalHR).

Responsible for OC hiring and DLE sworn hiring. Identifies position(s) to be filled, obtains budget authorization, writes/revises duty statements, prepares job controls and eligibility list certification requests. Maintains files of hiring documents. Prepares RPAs and tracks the movement of DLE positions. For sworn positions, provides hiring package with all necessary documents to the bureau. Works with the DLE Training Officer to facilitate Special Agent Orientation Academies. Prepares separation paperwork for employees leaving DOJ/OC.

Maintains the Special Agent/Special Agent Supervisor (SA/SAS) Transfer List. Verifies the agents’ seniority scores with the Office of Human Resources, prepares the SA/SAS transfer lists for the Bureau Director’s review and approval. Publishes completed lists onto the intranet and prepare notification memos.

15% In accordance with Personnel rules and regulations, serves as the Attendance Coordinator for the Office of the Chief. Prepares and submits monthly 634 and 682 forms and overtime memos. Maintains sick leave, vacation and overtime balances. Maintains organizational charts for the OC.

10% Responsible for the OC contracts. Identifies contracting needs, develops scopes of work and Invitations for Bids, awards contracts in accordance with state contracting policies, and prepares contract documents. Monitors contract encumbrances, expenditures and expiration dates to ensure sufficient funds are available. Prepares amendments to add funds or extend contract terms when necessary. Approves invoices for payment. Acts on issues arising from disputes with vendors.

5% Serves as the DLE’s bilingual program coordinator, processing bilingual pay request packages and facilitating the statewide biennial language survey on behalf of DLE.

5% Serves as the DLE’s general training coordinator. Works with the departmental coordinator to ensure all DLE staff meet Department of Justice mandated training requirements, such as Discrimination, Harassment and Retaliation Prevention Training, Defensive Driver Training, and various supervisory training mandates. Notifies management of training deficiencies and upcoming expirations and schedules training as necessary.

I have read and understand the essential functions and typical demands required of the job offered to me, and I am able to perform the essential functions with or without reasonable accommodation.

Employee’s Signature Date Supervisor’s Signature Date