

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5142-909
Classification: Associate Personnel Analyst	Tenure/Time Base: Permanent/Full Time
Working Title: Lead Personnel Management Training 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: Talent Acquisition and Analysis Branch/Classification and Certification Section/Classification and Certification Analysis 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 providing service to programs Department-wide in meeting their staffing needs while upholding the State's classification plan and merit system; and provides training to Classification and Certification Analysts and Certification Technicians on hiring and other personnel management related activities.

The Associate Personnel Analyst (APA) independently develops training modules, materials, and

tools, and provides training to Classification and Certification Analysts and Certification Technicians on hiring and other personnel management related activities. The APA performs in a lead capacity to assist in reviewing the work of Analysts and Certification Technicians in the Classification and Certification Analysis Unit (CCAU), Classification and Certification Section (CCS), providing additional training, feedback, and guidance as needed. The Training Analyst also identifies opportunities for improvements to classification and certification related processes, procedures, and systems, and recommends improvements to management. The incumbent works in close partnership with other staff within the Human Resources Division (HRD) on matters on matters of mutual concern and to provide quality service to the programs.

The incumbent works under the direction of the Staff Services Manager I (SSM I), CCAU 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)

- 30% Independently plans, organizes, and provides training during the onboarding process to new CCS staff on all aspects of merit-based hiring to ensure consistent interpretation and application of the State Personnel Board (SPB) and the California Department of Human Resources (CalHR) laws, rules, and systems. Provides training to CCS staff on topics including, but not limited to, processing and approving Requests for Personnel Action (RPA) in the electronic ServiceNow Human Resources (SNOW HR) system, the recruitment and hiring process, preparation of hiring documents, reviewing duty statements, and reviewing out-of-class assignment requests. Provides training to CCS staff on the completion of complex classification projects and assignments such as determining appropriate position allocations, organizational structures and recommending alternatives; verifying candidate eligibility; making alternate range determinations; reviewing Hire Above Minimum requests; completing classification and salary studies; and reviewing and responding to Merit Issue Complaints and Out-of-Class grievances. Provides refresher trainings to CCS staff on an ongoing basis.
- 20% Independently responsible for developing and updating training presentations and training curricula. Maintains up to date training materials and develops new resources and tools such as desk manuals, checklists, reference guides, and samples. Compiles relevant information to be distributed to CCS staff in accordance with Department policies, practices, and methodologies, as well as laws and rules of applicable control agencies, such as CalHR and SPB. Assists in evaluating and updating classification related policies and procedures.
- 20% Assists in reviewing/monitoring RPAs and related documentation to identify issues and delays that require training or reminders for the Analysts and/or Certification Technicians, as well as procedural, workflow, and system issues that can be improved. Utilizes a systematic approach

to collect, synthesize, evaluate, and measure information pertaining to the work (tasks) performed by individuals, and the knowledge, skills, abilities, and other characteristics required for satisfactory work performance. Provides feedback to the CCAU Chiefs and coordinates with them regarding the Analysts’ and Certification Technicians’ progression and training needs.

15% Independently conducts research and completes classification assignments such as reorganizations, exceptional allocations, employee out-of-class grievances, and merit issue complaints. Investigates and drafts responses to the SPB, candidates, and candidate representatives on appeals related to the personnel selection and certification processes.

10% Independently develops, monitors, and maintains onboarding training plans for CCS staff. Develops training evaluations and surveys to assess the effectiveness of CCS trainings. Implements changes, updates, adjustments, and enhancements to training content, materials, and resources based on training evaluations. Makes recommendations to the SSM I for the development and implementation of new trainings, tools, resources, and materials. Serves as a consultant to hiring managers, Personnel Liaisons, and management regarding the sensitive personnel issues relating to hiring and certification policies, procedures, and rights of competitors.

Marginal Functions (including percentage of time)

5% Performs other work-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: JA
 Date: 3/20/24