

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

Current
 Proposed

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

| 1. POSITION INFORMATION | |
|--|--|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Associate Governmental Program Analyst | Classification and Performance Program Analyst |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 314-102-5393-805 |
| CBID/WWG/PROBATION: | UNIT NAME: |
| R01/ 2 / 6 Months | Human Resources |
| SUPERVISOR'S NAME: | SUPERVISOR'S CLASSIFICATION: |
| | Staff Services Manager I |
| SCHEDULE / SHIFT: | REVISION DATE: |
| Monday – Friday / 8:30 a.m. – 5:00 p.m. | 4/4/2024 |
| Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours | |
| 2. REQUIREMENTS OF POSITION | |
| Check all that apply: | |
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> EPA Section 608 Technician Certification |
| <input type="checkbox"/> State Issued Uniform | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Medical Examination/Testing | <input type="checkbox"/> Other (<i>specify below in Description</i>) |
| Description of Position Requirements: | |
| (e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click to enter text</i> | |
| Incumbent has access to confidential and sensitive information, which will require discretion and the ability to use good judgement in communications with others. See classification specifications for additional requirements. | |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION | |
| General Statement: | |
| (Briefly describe the position's organizational setting and major functions) | |
| Under the general direction of the Staff Services Manager I (SSM I), HR Programs and Policy Compliance Manager, the Associate Governmental Program Analyst (AGPA), performs journey-level work to support recruitment and selection, position control, position action requests, progressive discipline, and performance management to support employees, supervisors and managers at the California Science Center (CSC), California African American Museum (CAAM), and Office of Exposition Park Management (OEPM). Under the working title, Classification and Performance Program Analyst, the incumbent will provide consultation and assistance to management and staff in the interpretation and application of state civil service laws, rules, and related departmental policies and procedures pertaining to departmental processes and initiate or recommend changes that promote innovative solutions to meet departmental needs by conducting research, weekly/quarterly reporting, providing consultation and training, and maintaining accurate documents, reports and files in their areas of responsibility. | |

Name of Incumbent

Civil Service Classification
 Associate Governmental Program Analyst

Position Number
 314-102-5393-805

| Percentage of Duties | Essential Functions |
|----------------------|--|
| 40% | <p>Reviews and analyzes Initial Request for Personnel Action, application screening criteria, interview questions and scoring criteria drafted by managers to ensure alignment with the duty statement and classification specifications. Provides feedback for improvements to support merit-based hiring. Prepares, compiles, reviews, analyzes, and recommends approval for Request for Personnel Action (RPA) packages, including current and proposed organizational chart, current and proposed duty statements, justification memorandum, etc.). Ensures RPA requests comply with applicable classification specifications; allocation guidelines; and personnel laws, rules, and regulations. Reviews applicants' qualifications and eligibility for Training and Development assignments. Reviews and analyzes appropriate alternate range criteria for new hires and changes. Prepares out-of-class (OOC) assignments and special pay requests; also maintains related tracking logs. Reviews and analyzes appropriate alternate range criteria for new hires, hire above minimum (HAM) requests, and out-of-class (OOC) Assignments; also maintains related logs.</p> |
| 20% | <p>Processes the necessary documents to establish, abolish reclassify, encumber, and disencumber positions. Review established position roster against the California State Controller's Office (SCO) tab to ensure accuracy. Maintain, revise, and update organizational charts and duty statements. Assists in preparing and analyzing statistical information on various staffing breakdowns. Interprets and applies civil service laws, rules, and regulations; bargaining unit contract language; departmental policies and procedures, and government codes related to performance management. Maintains knowledge of current human resources laws, rules, policies, procedures, programs, and best practices. Prepares recommendations to streamline performance management processes to achieve greater operational efficiency and effectiveness. Makes recommendations to management on policies and procedures.</p> |
| 20% | <p>Provides advice, guidance, and recommendations to managers and supervisors on complex and difficult preventive and corrective performance management issues to help prevent, address, and document performance deficiencies. Assists supervisors and managers in the drafting and preparation of unit expectations, counseling, corrective, and other performance memoranda. Consults with managers and supervisors to provide recommendations on probationary reports and performance appraisals, to ensure appropriate and accurate completion. Consults with the Human Resources Labor Relations Officer to ensure compliance with labor contract provisions, when consulting managers and supervisors about and preparing expectations, counseling, corrective, and other performance memoranda on preventive and corrective performance management issues. Facilitates work sessions to provide training to hiring managers/supervisors on performance management, and developing or improving screening criteria, interview questions, and scoring criteria. and other personnel-related topics as needed.</p> |
| 15% | <p>Prepares and files the weekly internal position movement report vacancy report due to the Deputy Director of Administration, upon request. Supports the completion of the Quarterly Delegation Report, annual Schedule 8 Report, and audit responses, as needed.</p> |
| Percentage of Duties | Marginal Functions |
| 5% | <p>The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.</p> |

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| | |
|--|--|
| 4. WORK ENVIRONMENT (Choose all that apply) | |
| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Occasionally - activity occurs < 33% |
| Lifting: Occasionally - activity occurs < 33% | Bending/Stooping: Occasionally - activity occurs < 33% |
| Other: | |
| <p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> | |
| <p>Typical Work Environment: <input type="checkbox"/> Private Office <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Shop <input type="checkbox"/> Assigned Area <input checked="" type="checkbox"/> Other:</p> | |
| <p>Telework Status: <input type="checkbox"/> Office-Based - 0% telework <input checked="" type="checkbox"/> Office-Centered 20 – 40% telework <input type="checkbox"/> Remote-Centered 60 – 100% telework</p> <p><small>NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.</small></p> | |
| 5. SUPERVISION EXERCISED: (List total per each classification of staff) | |
| None. | |
| 6. SIGNATURES | |
| <p>Employee's Acknowledgement: My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.</p> | |
| Employee's Name: | |
| Employee's Signature: | Date: |
| <p>Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i></p> | |
| Supervisor's Name: | |
| Supervisor's Signature: | Date: |

Name of Incumbent

Civil Service Classification
Associate Governmental Program Analyst

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| 7. HR USE ONLY | | |
|---|----------------------|---------------|
| HR Approval | | |
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. | HR Director Initials | Date Approved |
| <input type="checkbox"/> Exceptional allocation, STD-625 on file. | <i>JK</i> | 4/18/2024 |
| Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made: | | |

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.

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| 1. POSITION INFORMATION | |
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| Staff Services Analyst | Classification and Performance Program Analyst |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 314-102-5157-805 |
| CBID/WWG/PROBATION: | UNIT NAME: |
| R01/ 2 / 12 Months | Human Resources |
| SUPERVISOR'S NAME: | SUPERVISOR'S CLASSIFICATION: |
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| 30% | Processes the necessary documents to establish, abolish reclassify, encumber, and disencumber positions. Review established position roster against the California State Controller's Office (SCO) tab to ensure accuracy. Maintain, revise, and update organizational charts and duty statements. Assists in preparing and analyzing statistical information on various staffing breakdowns. Interprets and applies civil service laws, rules, and regulations; bargaining unit contract language; departmental policies and procedures, and government codes related to performance management. Maintains knowledge of current human resources laws, rules, policies, procedures, programs, and best practices. Prepares recommendations to streamline performance management processes to achieve greater operational efficiency and effectiveness. Makes recommendations to management on policies and procedures. |
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| 10% | Prepares and files the weekly internal position movement report vacancy report due to the Deputy Director of Administration, upon request. Supports the completion of the Quarterly Delegation Report, annual Schedule 8 Report and audit responses, as needed. |
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| Employee's Name: | |
| Employee's Signature: | Date: |
| Supervisor's Statement: | |
| <i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i> | |
| Supervisor's Name: | |
| Supervisor's Signature: | Date: |


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