

DUTY STATEMENT

Employee Name:	Position Number: 580-131-5393-711
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Personnel Liaison	Work Location: 850 Marina Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Section / Administrative Support 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 serving as the Personnel Liaison (PL) and Attendance Coordinator (AC) for the Facilities Management Section (FMS). The AGPA works closely with FMS management to ensure coordination of personnel functions for the Section. The PL initiates and coordinates all Requests for Personnel Action (RPA) and personnel management proposals including hiring RPAs, re-organization or restructure requests, Out-of-Class assignments and hiring above minimum requests. Provides guidance to management regarding the hiring process and is responsible for ongoing recruitment activities for the Section.

The incumbent works under the direction of the Staff Services Manager I, Chief of the FMS,

Administrative Support Unit (ASU).

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)

- 35% The AGPA serves as the Personnel Liaison for FMS. Initiates RPAs in the Service Now (SNOW) system and ensures all the appropriate documentation for position and employee action are submitted with the hiring package. Develops and finalizes all FMS personnel related documents and other supporting materials, such as duty statements, position justifications, job opportunity advertisement request form, organizational change proposal memorandums, Out-of-Class memorandums, exceptional allocations, and organizational charts. Works closely with the Human Resources Division (HRD) to track proposals and provide information regarding program and/or personnel issues. Responds to requests for additional information or clarification from the CDPH HRD staff. Maintains organizational charts in Microsoft Visio and position history records. Responds to special organizational chart requests and personnel related drills.
- 25% Provides up-to-date information, guidance, and training to managers on the FMS hiring process, CDPH hiring policies/procedures and Best Hiring Practices. Assists and provides guidance to management to establish criteria for the application screening process. Prepares and revises duty statements and organizational charts for the review and approval of HRD. Ensures hiring managers have the tools and resources needed to effectively use California Department of Human Resources' (CalHR) Exam and Certification Online System (ECOS) for recruitment activities. Responsible for ongoing recruitment activities for FMS; responds to emails and phone calls from potential candidates regarding vacancies. Schedules and proctor's interviews. Responsible for development and implementation of onsite new employee orientation. Identifies, revises, and/or develops onboarding guides, tools, and resources.
- 20% Tracks and maintains reports and charts on position vacancies and provides weekly updates to PSB management. Monitors upcoming retirements and separations. Completes the Financial Information System for California (FI\$Cal) Employee File monthly drill and submits to the CDPH Accounting Section. Collaborates with the PSB budget analyst to ensure all vacancies, retirements and employee separations are properly displayed in the FMS budget. Provides the ASU Chief with regular progress reports regarding all personnel transactions needing to be addressed. Plans, schedules, and facilitates bi-monthly meetings with the Branch Chief to discuss RPA status, upcoming vacancies, and succession planning.
- 15% Serves as the AC for FMS Richmond. Utilizes Tempo, CDPH's electronic timekeeping software system to review employee's Leave Activity and Balances (LAB). Receives LAB reports from HRD and maintains files on attendance. Assists employees in resolving issues and concerns

related to attendance and leave balances and coordinates with HRD to resolve discrepancies. Reviews all monthly time sheets in Tempo from employees including management for submission to HRD. Works closely with staff and aids with paycheck errors and discrepancies. Is available to be in office for Paycheck (Master Pay) distribution, along with other payments made to staff from State Controller’s Office (SCO).

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned. Attends CDPH HRD Personnel Liaison meetings and reports back to the ASU Chief and other members of the management team as appropriate.

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: Skip Thomas
 Date: 5/3/24

DUTY STATEMENT

Employee Name:	Position Number: 580-131-5157-711
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Personnel Liaison	Work Location: 850 Marina Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Facilities Management Section / Administrative Support Unit

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Competencies

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Personnel Liaison (PL) and Attendance Coordinator (AC) for the Facilities Management Section (FMS). The Staff Services Analyst (SSA) works closely with FMS management to ensure coordination of personnel functions for the Branch. The PL initiates and coordinates all Requests for Personnel Action (RPA) and personnel management proposals including hiring RPAs, re-organization or restructure requests, Out-of-Class assignments and hiring above minimum requests. Provides guidance to management regarding the hiring process and is responsible for ongoing recruitment activities for the Section.

The SSA classification is distinguished from the Associate Governmental Program Analyst

classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager I, Chief of the FMS, Administrative Support Unit (ASU).

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)

- 35% Under supervision, the SSA serves as the PL for FMS. Initiates RPAs in the Service Now (SNOW) system and ensures all the appropriate documentation for position and employee action are submitted with the hiring package. Develops and finalizes all FMS personnel related documents and other supporting materials, such as duty statements, position justifications, job opportunity advertisement request form, organizational change proposal memorandums, Out-of-Class memorandums, exceptional allocations, and organizational charts. Works closely with the Human Resources Division (HRD) to track proposals and provide information regarding program and/or personnel issues. Responds to requests for additional information or clarification from the CDPH HRD staff. Maintains organizational charts in Microsoft Visio and position history records. Responds to special organizational chart requests and personnel related drills.
- 25% Under supervision, provides up-to-date information, guidance, and training to managers on the FMS hiring process, CDPH hiring policies/procedures and Best Hiring Practices. Assists and provides guidance to management to establish criteria for the application screening process. Prepares and revises duty statements and organizational charts for the review and approval of HRD. Ensures hiring managers have the tools and resources needed to effectively use California Department of Human Resources' (CalHR) Exam and Certification Online System (ECOS) for recruitment activities. Responsible for ongoing recruitment activities for the section; responds to emails and phone calls from potential candidates regarding vacancies. Schedules and proctor's interviews. Responsible for development and implementation of onsite new employee orientation. Identifies, revises, and/or develops onboarding guides, tools, and resources.
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ASU Chief with regular progress reports regarding all personnel transactions needing to be addressed. Plans, schedules, and facilitates bi-monthly meetings with the Branch Chief to discuss RPA status, upcoming vacancies, and succession planning.

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