

☐ Current ☒ Proposed

Classification Title Associate Personnel Analyst	Division/Unit Selection Division/ECOS Consult & Support
Working Title Associate Personnel Analyst	IT Domain (if applicable)
Position Number 363-850-5142-xxx	Effective Date
Name	Date Prepared 9/26/18

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Personnel Program Manager I, the incumbent is responsible for the more varied and complex technical work in providing consultation and technical assistance to state departments for the ECOS Consultation Unit. Duties include, but are not limited to, the following: examination consultation and technical assistance, policy guidance, and interpretation of SPB selection laws, rules and regulations; provides examination information; and responds to questions from State Department selection staff, State employees, candidates seeking State employment and the general public. Incumbents at the Associate Personnel Analyst level will act as a lead and provide guidance on projects. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

40% Provide Consultation (E)

Provide technical selection and consultation services on varied and difficult ECOS support issues to departmental HR staff of more than 160 departments and the public. Proactively seek out and implement new ways to provide more efficient services. Provide interpretation of laws, rules, and regulations regarding the selection field. Identify and reporting complex issues and resolve them with appropriate solutions. Conduct research and formulate recommendations for complex business cases. Assess and resolve the most complex and highly sensitive hiring topics.

40% Provide Training Services and Facilitate Meetings (E)

Act as lead in providing training services, primarily system application, on Selection topics. Develop appropriate training curriculum and guidance material. Apply knowledge of California State Civil Service Merit system laws and rules, including examination and certification policies and procedures, standards, and guidelines for state hiring. Lead and conduct training for various

ECOS and other selection systems processes and procedures. Facilitate various meetings with external and/or internal individuals.

20% Initiate Recommendations for improvements of ECOS and Selection Services (M)

Initiate recommendations for improvements of ECOS and selection services. Participate in quality innovations in the ECOS and selection process. Participate in UAT testing and development. Communicate in person and in writing to identify complex ECOS, selection and testing issues and makes recommendations for resolution to the ECOS project team.

Supervision Received

The incumbent reports directly to the Personnel Program Manager I; however, direction and assignments may also come from a Staff Services Manager I or other team lead.

Supervision Exercised

None

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Core Competencies:

- Adaptability – Flexible and works well in a variety of situations, and with various individuals and groups. Open to different and new ways of doing things; willing to modify one's preferences and priorities.
- Collaboration – Develops, maintains, and strengthens relationships while working together to achieve results.
- Communication – Listens, writes, and presents ideas, opinions, and information in diverse situations.
- Customer Engagement – Creates a connection with internal and external customers through positive experiences and exceptional service in response to current and future needs.
- Digital Fluency – Use technology effectively in the performance of one's job. Includes the integration and acceptance of new technology when appropriate.
- Ethics and Integrity – Behaves in a trustworthy, fair, and forthright manner. Respects concerns shared by others and follows through on commitments.
- Fostering Diversity – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- Innovative Mindset – Demonstrates curiosity, develops new insights, considers creative approaches and applies novel solutions.
- Interpersonal Skills – Interacts positively with courtesy, sensitivity and respect with a variety of individuals and makes every effort to understand and relate to others.
- Resilience – Overcomes challenges, does the job, and remains optimistic under pressure and adversity.

Additionally, the incumbent actively pursues development in the following areas:

- *Interpersonal skills* – conflict resolution, effective team behavior, adaptability, resilience, and helping behaviors
- *Communication skills* – clear and concise verbal and written, presentation skills, meeting facilitation skills, and the ability/skill to engage customers
- *Dependability* – punctual, meets deadlines, follow established SSP procedures, and manages time and schedule effectively
- *General business acumen* – honest, ethical, systemic thinking, thoughtfully decisive, and conscientious

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date

☐ Current ☒ Proposed

Classification Title Staff Services Analyst	Division/Unit Selection Division/ECOS Consult & Support
Working Title Staff Services Analyst	IT Domain (if applicable)
Position Number 363-850-5157-707	Effective Date
Name	Date Prepared 7/31/18

CalHR Mission and Vision

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General Statement

Under the supervision of the Personnel Program Manager I, the incumbent provides less complex consultation and technical assistance to state departments for the ECOS Consultation Unit. Duties include, but are not limited to, the following: examination consultation and technical assistance, policy guidance, and interpretation of SPB selection laws, rules and regulations; provides examination information; and responds to questions from State Department selection staff, State employees, candidates seeking State employment and the general public. Incumbents at the Staff Services Analyst level will work in a learning capacity and may be partnered with Associate level Analysts who will serve as lead and provide guidance on projects. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

40% Provide Consultation (E)

Provide technical selection and consultation services of average difficulty to departmental HR staff of more than 160 departments and the public. Proactively seek out and implement new ways to provide more efficient services. Provide interpretation of laws, rules, and regulations regarding the selection field. Identify and reporting issues and resolve them with appropriate solutions. Conduct research and formulate recommendations for complex business cases. Assess and resolve the less complex and highly sensitive hiring topics.

40% Provide Training Services and Facilitate Meetings (E)

Provide training services, primarily system application, on Selection topics. Under the guidance of a manager and/or Associate Personnel Analyst, the incumbent will in development of appropriate training curriculum and guidance material. Apply knowledge of California State Civil Service Merit system laws and rules, including examination and certification policies and procedures, standards, and guidelines for state hiring. Conduct training for various ECOS and

other selection systems processes and procedures. Facilitate various meetings with external and/or internal individuals

20% Initiate Recommendations for improvements of ECOS and Selection Services (M)

Initiate recommendations for improvements of ECOS and selection services. Participate in quality innovations in the ECOS and selection process. Participate in UAT testing and development. Communicate in person and in writing to identify ECOS, selection and testing issues and makes recommendations for resolution to the ECOS project team.

Supervision Received

The incumbent reports directly to the Personnel Program Manager I; however, direction and assignments may also come from a Staff Services Manager I or other team lead.

Supervision Exercised

None

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Core Competencies:

- Adaptability – Flexible and works well in a variety of situations, and with various individuals and groups. Open to different and new ways of doing things; willing to modify one's preferences and priorities.
- Collaboration – Develops, maintains, and strengthens relationships while working together to achieve results.
- Communication – Listens, writes, and presents ideas, opinions, and information in diverse situations.
- Customer Engagement – Creates a connection with internal and external customers through positive experiences and exceptional service in response to current and future needs.
- Digital Fluency – Use technology effectively in the performance of one's job. Includes the integration and acceptance of new technology when appropriate.
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- Innovative Mindset – Demonstrates curiosity, develops new insights, considers creative approaches and applies novel solutions.
- Interpersonal Skills – Interacts positively with courtesy, sensitivity and respect with a variety of individuals and makes every effort to understand and relate to others.
- Resilience – Overcomes challenges, does the job, and remains optimistic under pressure and adversity.

Additionally, the incumbent actively pursues development in the following areas:

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Supervisor Signature	Supervisor Printed Name	Date

