

☐ Current ☒ Proposed

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| Classification Title Staff Personnel Program Analyst | Division Personnel Management Division |
| Working Title Personnel Program Consultant | Office/Unit/Section Personnel Management Division |
| Position Number 363-600-5313-XXX | Effective Date |
| Name | Date Prepared |

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

The incumbent, under general direction, is responsible for providing classification policy guidance to the departments relative to the state's classification structure including position allocation, establishment of new classifications and revisions to existing classifications; compensation program including salary analysis, pay differentials, red circle rates, special salary adjustments, salary relationship charts; consultation and review of departmental layoff/position reduction plans; and the CEA program. The incumbent also provides support to the Labor Relations Division.

Job Functions

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

Candidates must be able to perform the following functions with or without reasonable accommodations.

40% (E) As assigned, develops and oversees the administration of a variety of statewide personnel management and compensation initiatives with the intent of achieving the envisioned objective; conducts personnel management system studies to address operational needs and to avoid future problems; conducts and/or leads a team of analysts conducting reviews of personnel programs.

30% (E) Confers with line department representatives to identify departmental management problems in order to address current needs and anticipate the type of personnel management services necessary in the future; serves on teams and committees to address personnel management needs; conveys CalHR's management philosophy to departmental management and encourages its application within the department's personnel

management practices; and promotes the use of effective and proactive management principles in the course of developing and administering the personnel management programs that are under the auspices of the classification and compensation program.

15% (E) In cooperation with the Labor Relations Division, serves as consultant to CalHR Labor Relations Officers engaged in negotiations, administration, and implementation of labor agreements; for assigned bargaining units, acts as liaison to management, line departments and control agencies such as the State Personnel Board, Department of Finance, and State Controller's Office.

15% (E) Provides professional personnel management services to partners, stakeholders, and customers such as state departments, CalHR staff, Governor's Office, Legislature and staff, and other central agencies through: review and approval of position allocations (pre and post audit), modification of the classification plan (new and revised classes), and consultation to develop legitimate alternatives to meet operational needs.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from a Personnel Program Manager; however, direction and assignments may also come from a Personnel Program Advisor.

Supervision Exercised

None

Required Skills

Knowledge of the state's classification system and experience meeting with subject matter experts and drafting specifications highly desired.

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.

Other Information

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.

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.)

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

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| Employee Signature | Employee Printed Name | Date |
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| Supervisor Signature | Supervisor Printed Name | Date |
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☐ Current ☒ Proposed

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|--|---|
| Classification Title Staff Services Manager I (Specialist) | Division Personnel Management Division |
| Working Title Personnel Program Consultant | Office/Unit/Section Personnel Management Division |
| Position Number 363-600-4800-XXX | Effective Date |
| Name | Date Prepared |

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| Employee Signature | Employee Printed Name | Date |
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| Supervisor Signature | Supervisor Printed Name | Date |
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