

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
CLASSIFICATION AND PERFORMANCE MANAGEMENT UNIT
CLASSIFICATION AND PAY TEAM**

NAME: Vacant

JOB TITLE: Associate Personnel Analyst ½ TB

CBID DESIGNATION: R01

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I (Supervisor), the consultant is responsible for a wide variety of the more complex and highly technical Classification and Pay (C&P) issues, including independently assessing the department's classification plan, determining departmental impact, and providing recommendations for implementation with the least amount of impact possible.

SUPERVISION RECEIVED: Reports directly to the SSM I (Supervisor).

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Enclosed windowed office or cubicle in a high-rise building in a smoke-free environment. Occasional travel throughout the state.

ESSENTIAL FUNCTIONS:

40% Independently assesses the department's existing classification plan; identifies and evaluates program needs; reviews the most complex position allocation requests; analyzes and determines appropriate alternatives to meet program needs; conducts position audits and special classification and pay studies; identifies alternatives for changes to the department's classification plan; recommends appropriate action to be taken; develops new classification proposals and/or classification revision proposals; and develops allocation standards or guidelines. Reviews, evaluates, and recommends changes to duty statements and job announcements. Consults with program management on recruitment difficulties and partners with the Recruitment Unit to generate creative options to address complex staffing needs. Advises management of potential liabilities and strategizes creative recruiting techniques to ensure diverse candidate pools. Advises management on appropriate hiring and appointment processes. Reviews salary determinations, provides technical guidance in analyzing and determining the application of hire-above-minimum requests, alternate range criteria, and salary setting. Determines and reviews reinstatement rights for Career Executive Assignments (CEA) and Exempt employees. Researches and responds to Merit Issue Complaints. Ensures compliance with government code, regulations, rules, and requirements on sensitive and confidential issues.

Associate Personnel Analyst
Duty Statement

- 30% Independently analyzes and determines the application of hire-above-minimum, alternate range criteria, and salary setting. Advises management on appropriate hiring and appointment processes. Ensures compliance with government code requirements on sensitive and confidential issues. Interfaces with the OHR's Labor Relations, Adverse Action, Executive Support, and Performance Management Teams, as well as the OHR's Talent Acquisition & Analytics Unit regarding complex C&P issues.
- 20% Researches, develops and reviews policies, action plans and tools relating to C&P methodologies. Independently works on special studies and administrative projects for departmental management on sensitive and controversial issues.
- 10% Identifies and evaluates program needs and analyzes and determines appropriate alternatives. May participate as a subject matter expert on OHR strategic process improvement activities, such as ensuring a well trained workforce; and ensures that information delivery strategies, customer service and staff communication goals are met.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee's Signature Date

Supervisor's Signature Date

Associate Personnel Analyst
Duty Statement