

Current     Proposed

<b>Classification Title</b> Staff Personnel Program Analyst	<b>Division/Unit</b> Civil Rights
<b>Working Title</b> Program Consultant	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-910-5313-001	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> March 1, 2021

## 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 general direction of the Staff Services Manager III, the Staff Personnel Program Analyst is responsible for monitoring discrimination complaint activity and providing consultation to departments statewide for the Office of Civil Rights (OCR). As a non-supervisory staff specialist, performs a variety of tasks including analysis and reporting in support of the Discrimination Complaint Unit. Duties include, but are not limited to, the following:

## Job Functions

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

### 35% Department Consultation (E)

- Work closely with department Equal Employment Officers (EEO) to assess EEO programs and compliance of discrimination complaint reporting activities.
- Monitor discrimination complaint activities using the Discrimination Complaint Tracking System (DCTS) to identify trends, patterns and issues.
- Analyze discrimination complaint data. Conduct department reviews and provide consultation as issues are identified.
- Develop action plans and risk mitigation plans as needed for department implementation.
- Apply relevant laws, rules, policies and procedures to handle, transport, process and store discrimination complaint activity.
- Review business processes and recommend improvements consistent with CalHR's strategic plan and goals.

### **25% Program Development (E)**

- Lead in program policy and regulatory development, and ongoing program implementation.
- Assist in developing program case monitoring criteria.
- Create program tools for department use.
- Develop Consultant Risk Evaluation tools and forms, including department action plan outline and structure.
- Assist with development of CalHR annual report requirements and reporting criteria.
- Establish and manage schedule for department consultation.
- Develop program desk and DCTS manuals and tools.
- Assist with development and maintenance of program website content.

### **25% Consultation and Training Development (E)**

- Collaborates with System Administrator to develop training plans, curriculum, and materials for DCTS users.
- Educates staff and conducts user training on the use of the DCTS for statewide implementation.

### **15% Case Management and Tracking System Administration (E)**

- Provide support with identifying and developing case management and tracking system business requirements. Work with stakeholders to ensure individual business needs are addressed.
- Assist with documenting final system implementation standards, including the development of user guides and tools.
- Provide guidance as departments migrate into the new architecture of the DCTS.
- Assist with administration of user accounts across all state entities and track user activity.
- Prepare standardized and ad hoc reports as needed.

## **Supervision Received**

The Staff Personnel Program Analyst reports directly to and receives the majority of assignments from the Staff Services Manager III; however, direction and assignments may also come from the OCR Division Chief.

## **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.

- Extensive EEO discrimination complaint investigation experience.
- Excellent oral and written communication skills; writing, editing and proofing.
- Ability to effectively communicate to groups and individuals on technical issues; plan, analyze and translate results into oral or written format understandable for any audience.
- Strong public speaking/presentation skills; ability to efficiently facilitate meetings.
- Ability to listen, write and present information in a manner consistent with the recipient audience.
- Ability to anticipate and identify highly sensitive issues which may impact the organization, departments, public, and internal or external stakeholders.
- Ability to apply logical reasoning, develop alternatives, recommend appropriate courses of action and present options.

## Working Conditions

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

## 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

<b>Classification Title</b> Staff Services Manager I (Specialist)	<b>Division/Unit</b> Civil Rights
<b>Working Title</b> Program Consultant	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-910-4800-XXX	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> March 1, 2021

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## General Statement

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## Job Functions

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

### 35% Department Consultation (E)

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## **Supervision Received**

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## **Supervision Exercised**

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