

**DUTY STATEMENT**

---

**Employee Name:**

Classification: Associate Personnel Analyst	Position Number: 580-120-5142-909
Working Title: Contact Tracing/Redirection Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Classification and Certification Section

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.

---

**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 Resources Job Descriptions webpage](#).

---

**Job Summary**

---

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing service to CDPH's programs in meeting their staffing needs while upholding the State's classification plan and merit system.

Under the direction of the Staff Services Manager II (SSM II), Chief, Classification and Certification Section, the Associate Personnel Analyst (APA) independently performs the more responsible, varied, and technical personnel work, including that related to the 2019 coronavirus (COVID-19) response. The APA works in close partnership with other staff within the Human Resources Division (HRD) on matters of mutual concern and to provide quality service to the CDPH programs.

---

**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)**

- 30% Independently analyzes and approves salary related requests related to COVID-19, including, but not limited to arduous pay, bilingual pay, hiring above the minimum, and alternate range change requests; reviews and approves alternate range criteria and out-of-class assignments; investigates unlawful appointments and researches viable remedies, etc. consistent with appropriate personnel laws, rules, and policies, as well as labor contract provisions; may assess the State Personnel Board's (SPB) existing classification plan; identifies and evaluates program needs; may conduct position audits and recommend appropriate action. Independently reviews and approves position allocation requests. Analyzes and determines appropriate alternatives to meet program needs; recommends alternative hiring solutions using good personnel management practices and procedures.
- 25% Independently serves as a redirection program analyst in the implementation of the staff redirection process in response to emergency declarations. Receives redirection requests (RR) from programs within the COVID-19 mailbox. Analyzes the staffing needs and identifies employees based on assignment details. Maintains employee redirection data within the CDPH Employee Redirection Tracking (CERT) System and reconciles information provided by the Department's Centers/Divisions/Offices. Maintains incoming staffing data for ongoing redirection requests for the Richmond Campus Coordination Center and the Medical and Health Coordination Center.
- 25% Responsible for all aspects of merit-based hiring to ensure consistent interpretation and application of the SPB and the California Department of Human Resources' (CalHR) laws, rules and systems. Independently and effectively reviews, approves, and processes hires utilizing the automated Request for Personnel Actions (RPA) and CalHR's Examination and Certification Online System (ECOS). This includes, but is not limited to, reviewing duty statements, job postings, organizational charts, and justifications, providing direction to the Personnel Technician on ordering and clearing certification lists and contact letters, verifying candidate eligibility, and providing approval and/or program alternatives for hiring managers.
- 15% Independently provides consultation to program management and staff on policies and procedures related to staff redirections. Independently assesses and provides solutions for staffing needs, reviews and approves position allocations, and recommends alternative hiring solutions including temporary options. Communicates with emergency response teams and home supervisors of emergency response staff to ensure all relevant redirection information is received. Collaborates with the SSM I (Specialist) assigned to the redirection management process on the department's staff redirection efforts.

### **Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions

I have read and understand the duties and requirements listed above, and am able to perform

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		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
<b>HRD Use Only:</b> Approved By: Alyssa Ballesteros-Agulo	Date 4/2/2021		

**DUTY STATEMENT**

---

**Employee Name:**

Classification: Staff Services Analyst	Position Number: 580-120-5157-909
Working Title: Contact Tracing/Redirection Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Classification and Certification Section

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.

**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 Resources Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing service to CDPH's programs in meeting their staffing needs while upholding the State's classification plan and merit system.

Under the direction of the Staff Services Manager II (SSM II), Chief, Classification and Certification Section, the Staff Services Analyst (SSA) performs varied and technical personnel work, including that related to the 2019 coronavirus (COVID-19) response. The SSA works in close partnership with other staff within the Human Resources Division (HRD) on matters of mutual concern and to provide quality service to the CDPH programs.

**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)**

- 30% Under direction, analyzes and approves salary related requests related to COVID-19, including, but not limited to arduous pay, bilingual pay, hiring above the minimum, and alternate range change requests; reviews and approves alternate range criteria and out-of-class assignments; investigates unlawful appointments and researches viable remedies, etc. consistent with appropriate personnel laws, rules, and policies, as well as labor contract provisions; may assess the State Personnel Board's (SPB) existing classification plan; identifies and evaluates program needs; may conduct position audits and recommend appropriate action. Under direction, reviews and approves position allocation requests. Analyzes and determines appropriate alternatives to meet program needs; recommends alternative hiring solutions using good personnel management practices and procedures.
- 25% Under close supervision, serves as a redirection program analyst in the implementation of the staff redirection process in response to emergency declarations. Receives redirection requests (RR) from programs within the COVID-19 mailbox. Analyzes the staffing needs and identifies employees based on assignment details. Maintains employee redirection data within the CDPH Employee Redirection Tracking (CERT) System and reconciles information provided by the Department's Centers/Divisions/Offices. Maintains incoming staffing data for ongoing redirection requests for the Richmond Campus Coordination Center and the Medical and Health Coordination Center.
- 25% Responsible for all aspects of merit-based hiring to ensure consistent interpretation and application of the SPB and the California Department of Human Resources' (CalHR) laws, rules and systems. Under direction, effectively reviews, approves, and processes hires utilizing the automated Request for Personnel Actions (RPA) and CalHR's Examination and Certification Online System (ECOS). This includes, but is not limited to, reviewing duty statements, job postings, organizational charts, and justifications, providing direction to the Personnel Technician on ordering and clearing certification lists and contact letters, verifying candidate eligibility, and providing approval and/or program alternatives for hiring managers.
- 15% Under close supervision, provides consultation to program management and staff on policies and procedures related to staff redirections. Under direction, assesses and provides solutions for staffing needs, reviews and approves position allocations, and recommends alternative hiring solutions including temporary options. Communicates with emergency response teams and home supervisors of emergency response staff to ensure all relevant redirection information is received. Collaborates with the SSM I (Specialist) assigned to the redirection management process on the department's staff redirection efforts.

### **Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions

I have read and understand the duties and requirements listed above, and am able to perform

of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		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
<b>HRD Use Only:</b> Approved By: Alyssa Ballesteros-Agulo	Date 4/2/2021		