**Department of Real Estate**

Position Duty Statement

RE 108 (rev. 07/20)

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| Employee’s Name | |
| Classification Title Associate Personnel Analyst | Division/Section/Unit Administrative Services / Human Resources |
| Working Title Human Resources Analyst | Geographic Location Sacramento |
| Position Number 414-120-5142-XXX | Effective Date |

Under general direction of the Staff Services Manager I, the Associate Personnel Analyst will serve as the expert resource for the Statewide Civil Service Personnel/Payroll programs functions for the Department and have lead responsibilities over the Personnel Specialists, responsible for conducting personnel/payroll transactions. The incumbent will be responsible for providing technical support and responsibilities involving payroll, retirement and benefits, and researches critical personnel and payroll transaction problems and recommends alternative solutions. Additionally, the incumbent will be responsible for a small roster on all aspects of Classification and Pay services within the Department. Furthermore, the incumbent will manage the Department’s position control. Duties include, but are not limited to, the following:

1. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

**40%** Research and resolve complex, sensitive and critical problems/issues associated with processing personnel/payroll transactions. In a lead capacity over the Personnel Specialists in the Transactions Unit, ensure accuracy of employment history and resolve processing errors. As a subject matter expert, provide guidance and consultation to the personnel specialists to resolve complex personnel transactions when preparing Personnel Action Request (PAR) documents to key into the State Controller’s system. Resolve processing issues resulting from implementation of programs mandated by Collective Bargaining Unit contracts, laws, rules, regulations, policies and procedures, including Other Post-Employment Benefits (OPEB). Work with control agencies (i.e., State Controller’s Office (SCO), California Public Employer’s Retirement System (CalPERS), State Personnel Board (SPB) and California Department of Human Resources (CalHR) regarding various employee personnel/payroll issues. Research confidential and sensitive personnel problems and recommends alternative solutions to management. Review bargaining unit contracts to ensure employees receive appropriate benefits. **(E)**

**15%** Manage and maintain the position control process for the department. Review RPAs to determine if position establishment, reclassification, abolishment, etc. is necessary, or if the RPA position request exceeds the budgeted threshold and requires the Department of Finance approval prior to approving, and prepare the Change in Established Position (Std. 607) form. Consult with Department staff regarding the establishment of new payroll reporting units, using the Payroll Header Change (Std. 407) form. Establish payroll header information as needed, and audit the SCO monthly position roster report. Review reconciliations of all positions to ensure there are no discrepancies. Audit the annual Payroll Header Report (407), Form PR421 and ensure deletions/corrections are sent to the SCO. Review various reports, including monthly position and vacancy reports using the Management Information Retrieval System (MIRS) for errors and discrepancies. Develop and maintain internal personnel procedures. Reconcile and update the annual Schedule 8 report and submit to the Fiscal Operations Section for review. **(E)**

**15%** Prepare documentation for the Fiscal Operation Section’s accounting section of revolving fund warrants including disposition of accounts receivable. Oversee the accounts receivable process, ensuring proper and timely notification, record maintenance and collection. Responsible for preparing, and collecting all backlogged Accounts Receivables within the Department. **(E)**

**15%** Conduct research and interpret laws, rules and regulations as they apply to the State’s classification plan for the purpose of advising program management on appropriate hiring practices, along with classification and compensation issues. Provide excellent customer service to Department supervisors and managers by taking a proactive approach to identify program needs and develop resolutions. Prepare Request for Personnel Action (RPA) forms, memoranda of justification, duty statements, job posting template and organizational charts. Provide viable alternate solutions and recommendations to hiring managers and supervisors in support of the establishment and proper allocation of positions, recruitment strategies, staffing alternatives, and process improvement. **(E)**

**10%** As needed by Department supervisors or managers, prepare various requests, such as Training and Development Assignment agreements, Temporary Authorization appointments, Exceptional Allocations, Pay Differentials, Hire-Above-Minimum, and Out of Class assignments. Review and resolve Unlawful Appointments and Merit Issue Complaints. Research program and departmental history to prepare information regarding workplace and organizational changes that could impact the organization. **(M)**

**5%** Provide assistance at the Human Resources front counter window to employees and office visitors. Prepare various personnel/payroll related reports upon request. Process verifications of employment for departmental employees. **(M)**

1. Supervision Received

The Associate Personnel Analyst reports directly to, and receives the majority of assignments from, the Staff Services Manager I; however, direction and assignments may also come from the Human Resources Officer, other managers within Human Resources, or the Assistant Commissioner of Administrative Services.

1. Supervision Exercised

None

1. Administrative Responsibility

None

1. Personal Contacts

The Associate Personnel Analyst will be responsible for maintaining professional communication and conduct when communicating with DRE employees, supervisors, managers and leaders; with control agencies staff, Agency and Governor’s Office staff, union representatives, other State department employees and the public.

1. Actions and Consequences

The Associate Personnel Analyst has great responsibility with the duties that are assigned to this position. Failure to effectively perform the duties of the position, or misrepresentation of laws, regulations, and policies could result in incorrect or incomplete information disseminated to Human Resources management, staff, the public and control agencies. Failure to adhere to these requirements may result in fines to the Department, a loss or delay in employee’s pay or benefits, discredit Human Resources, or sanctions by control agencies that affect the entire department, such as loss of delegation. This could also result in illegal personnel actions and the inability of DRE management to meet its mission and objectives.

1. Functional Requirements

The Associate Personnel Analyst works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. The employee must be able to remain in a stationary position 75% of the time, and must occasionally move about inside the office to access files and documents from the file cabinets and office machinery (i.e. printer, fax machine, copy machine).

1. Other Information

The Associate Personnel Analyst will act in a lead capacity over the personnel specialists and must possess good communication skills (orally and in writing), use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to DRE management needs. Regular and consistent attendance and punctuality are an essential part of this job. The incumbent must maintain thorough and comprehensive detailed knowledge of, and the ability to interpret, human resource laws, regulations, policies, procedures, and bargaining contracts pertaining to benefits. The incumbent is required to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Additionally, the position routinely works with sensitive and confidential issues and /or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

**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 Health & Safety analyst.)

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Employee Signature Date

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Employee’s Printed Name – Classification

**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 Date

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Supervisor’s Printed Name – Classification

**New: 07/2021**