



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Associate Personnel Analyst

**Working Title:** Classification & Pay Analyst

**Position Number:** 535-208-5142-9XX

**Division/Office:** Administrative and Financial Management Services/ Human Resources Support Services/ Personnel Office/ Classification & Pay Unit

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** August 16, 2021

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the general direction of the Staff Services Manager I (Supervisory), the incumbent performs the more responsible, varied and complex technical work within the Personnel Office and provides technical assistance and guidance regarding the Energy Commission's personnel management program to managers, supervisors and employees.

The Personnel Office provides guidance and assistance to Commission staff and management on personnel related issues such as, payroll and benefits, time and attendance, classification analysis, recruitment and hiring, worker's compensation benefits, etc. The Classification & Pay Unit conducts classification analysis; ensures the Energy Commission complies with classification allocation guidelines, organizational structure, and classification specifications; assists division liaisons and hiring managers through the recruitment process; reviews hiring paperwork to ensure legitimate hires are made and Energy Commission is complying with California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), etc.

## Essential Duties

40% Independently reviews and analyzes Request for Personnel Action (RPA) packages (current and proposed organizational chart, current and proposed duty statements,

justification memorandum, etc.). Ensures RPA requests comply with applicable classification specifications; allocation guidelines; and personnel laws, rules, and regulations. Assist hiring managers and division liaisons through the recruitment and hiring process; review appointment RPAs to ensure legitimate hires can be made. Analyze and determine appropriate alternatives to meet management needs and provide alternatives and recommendations for the resolution of classification issues. Reviews and analyzes appropriate alternate range criteria for new hires, hire above minimum (HAM) requests, and out-of-class (OOC) assignments.

- 30% Utilize the Examination Certification & Online System (ECOS) to request and process certification lists for the establishment of viable candidate pools; maintain and update eligible records on the certification lists; post all job bulletins for active recruitments to ECOS and the Energy Commission's intranet; process and release applications to hiring supervisors; establish and maintain files for all recruitments including information such as job announcements, ECOS posting, certification list copies, application logs, etc. Prepare, maintain and archive recruitment folders as needed. Update the personnel database with required recruitment and appointment information as needed.
- 25% Develop personnel policies and procedures and makes presentations on various aspects of the personnel management program. Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. Conduct research and recommend solutions to personnel management problems and develop process improvements. Conduct desk audit reviews and analysis. Conduct research on various areas of classification and pay; conduct complex classification and pay and organizational studies; prepare specification revisions and SPB items for new or revised classifications. May act as project manager on classification and pay projects.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of: Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

Skill in: Applying principles and practices of public personnel management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively;

train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** Alyssa Guzman (Recendez)

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Associate Governmental Program Analyst

**Working Title:** Classification & Pay Analyst

**Position Number:** 535-208-5393-9XX

**Division/Office:** Administrative and Financial Management Services/ Human Resources Support Services/ Personnel Office/ Classification & Pay Unit

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** August 16, 2021

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the general direction of the Staff Services Manager I (Supervisory), the incumbent performs the more responsible, varied and complex technical work within the Personnel Office and provides technical assistance and guidance regarding the Energy Commission's personnel management program to managers, supervisors and employees.

The Personnel Office provides guidance and assistance to Commission staff and management on personnel related issues such as, payroll and benefits, time and attendance, classification analysis, recruitment and hiring, worker's compensation benefits, etc. The Classification & Pay Unit conducts classification analysis; ensures the Energy Commission complies with classification allocation guidelines, organizational structure, and classification specifications; assists division liaisons and hiring managers through the recruitment process; reviews hiring paperwork to ensure legitimate hires are made and Energy Commission is complying with California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), etc.

## Essential Duties

40% Independently reviews and analyzes Request for Personnel Action (RPA) packages (current and proposed organizational chart, current and proposed duty statements,

justification memorandum, etc.). Ensures RPA requests comply with applicable classification specifications; allocation guidelines; and personnel laws, rules, and regulations. Assist hiring managers and division liaisons through the recruitment and hiring process; review appointment RPAs to ensure legitimate hires can be made. Analyze and determine appropriate alternatives to meet management needs and provide alternatives and recommendations for the resolution of classification issues. Reviews and analyzes appropriate alternate range criteria for new hires, hire above minimum (HAM) requests, and out-of-class (OOC) assignments.

- 30% Utilize the Examination Certification & Online System (ECOS) to request and process certification lists for the establishment of viable candidate pools; maintain and update eligible records on the certification lists; post all job bulletins for active recruitments to ECOS and the Energy Commission's intranet; process and release applications to hiring supervisors; establish and maintain files for all recruitments including information such as job announcements, ECOS posting, certification list copies, application logs, etc. Prepare, maintain and archive recruitment folders as needed. Update the personnel database with required recruitment and appointment information as needed.
- 25% Develop personnel policies and procedures and makes presentations on various aspects of the personnel management program. Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. Conduct research and recommend solutions to personnel management problems and develop process improvements. Conduct desk audit reviews and analysis. Conduct research on various areas of classification and pay; conduct complex classification and pay and organizational studies; prepare specification revisions and SPB items for new or revised classifications. May act as project manager on classification and pay projects.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** Alyssa Guzman (Recendez)

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Staff Services Analyst (General)

**Working Title:** Classification & Pay Analyst

**Position Number:** 535-208-5157-9XX

**Division/Office:** Administrative and Financial Management Services/ Human Resources Support Services/ Personnel Office/ Classification & Pay Unit

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** 2

**Effective Date:** August 16, 2021

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the supervision of the Staff Services Manager I (Supervisory), the incumbent performs the less complex technical work within the Personnel Office and provides technical assistance and guidance regarding the Energy Commission's personnel management program to managers, supervisors and employees.

The Personnel Office provides guidance and assistance to Commission staff and management on personnel related issues such as, payroll and benefits, time and attendance, classification analysis, recruitment and hiring, worker's compensation benefits, etc. The Classification & Pay Unit conducts classification analysis; ensures the Energy Commission complies with classification allocation guidelines, organizational structure, and classification specifications; assists division liaisons and hiring managers through the recruitment process; reviews hiring paperwork to ensure legitimate hires are made and Energy Commission is complying with California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), etc.

## Essential Duties

40% Review and analyze less complex Request for Personnel Action (RPA) packages (current and proposed organizational chart, current and proposed duty statements, justification

memorandum, etc.). Ensure RPA requests comply with applicable classification specifications; allocation guidelines; and personnel laws, rules, and regulations. Assist hiring managers and division liaisons through the recruitment and hiring process; reviews appointment RPAs to ensure legitimate hires can be made. Analyze and determine appropriate alternatives to meet management needs and provide alternatives and recommendations for the resolution of classification issues. Review and analyze appropriate alternate range criteria for new hires, hire above minimum (HAM) requests, and out-of-class (OOC) assignments.

- 30% Utilize the Examination Certification & Online System (ECOS) to request and process certification lists for the establishment of viable candidate pools; maintain and update eligible records on the certification lists; post all job bulletins for active recruitments to ECOS and the Energy Commission's intranet; process and release applications to hiring supervisors; establish and maintain files for all recruitments including information such as job announcements, ECOS posting, certification list copies, application logs, etc. Prepare, maintain and archive recruitment folders as needed. Update the personnel database with required recruitment and appointment information as needed.
- 25% Assist with developing personnel policies and procedures and making presentations on various aspects of the personnel management program. Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. Conduct less complex research and recommend solutions to personnel management problems and develop process improvements. Assist with conducting desk audit reviews and analysis. Conduct research on various areas of personnel and assist the higher level analysts with completing projects.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

**Diversity and Inclusion Statement**

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**Employee’s Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee’s Name (Print):** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor’s Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** Alyssa Guzman (Recendez)

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_