Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance in protection of its citizens and resources.

**POSITION SUMMARY**

Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch is responsible for the classification and pay, progressive discipline, recruitment and selection, personnel transactions, worker’s compensation, labor relations, equal employment opportunity, and reasonable accommodation functions.

Under general direction of the Chief, Human Resources Branch (HRB) (Staff Services Manager I), the Associate Personnel Analyst performs varied analytical personnel work. The incumbent is expected to take initiative and perform completed staff work in all duties performed. Performs the more complex or sensitive special projects pertaining to HRB. The incumbent performs the following duties and other related work:

**ESSENTIAL FUNCTIONS**

<table>
<thead>
<tr>
<th>%</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>30%</td>
<td>Independently reviews and analyzes Request for Personnel Action (RPA) packages to ensure positions are appropriately classified and allocated. Research and interpret California civil service laws, rules, Memorandum of Understandings (MOUs), policies and procedures to provide consultation and guidance to management on position reclassification or establishment, classification allocation, organizational changes determining the impact on position levels and numbers, and staffing alternatives. Ensure the accuracy and completion of recruitment and hiring requests, which includes gathering and preparation of necessary documentation to comply with CalHR’s established Best Hiring Practices and other related documents. Researches and implements employee placement problems, including involuntary transfers and staff reduction/redirections. Prepares necessary correspondence to assist with employee hires, promotions, redirections, etc. Provides technical advice on classification and compensation issues to department management and administrative support staff.</td>
</tr>
<tr>
<td>20%</td>
<td>Identifies potential employee/labor problems; analyzes and researches issues. Ensures that the departmental policies and procedures reflect the Administration’s and Departments’ view on labor relations. Coordinates grievance processing with CalHR labor relations and legal staff. Responds to inquiries from employee organizations on contract issues. Conduct effective training for management in such areas as labor relations, management role under collective bargaining and grievance handling for managers and supervisors.</td>
</tr>
</tbody>
</table>

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:

Employee Signature:  
Date:  

I certify that the above accurately represent the duties of the position:

Supervisor Signature:  
Date:  

PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:

Personnel Analyst Signature:  
Date:  

OEH 199 (Rev. 01/09)  
Groupwise/OEHHA On-Line Forms
Counsels and advises managers on performance appraisal and disciplinary matters, i.e., reprimands, suspensions, AWOLS, and terminations. Coordinates these efforts with the OEHHA Office of Chief Counsel or CalHR legal representative. Prepares formal adverse action documentation and provides assistance in representing OEHHA at SPB administrative hearings. Counsels and advises managers on medical issues, including Family and Medical Leave Act and California Family Rights Act provisions, fitness for duty exams, and department initiated disability retirement applications.

Counsels managers and supervisors on reasonable accommodation issues for any job applicants and employees who have disabilities. Initiate the interactive process with employee and supervisor/manager regarding a reasonable accommodation request. Ensure that the reasonable accommodation requests are processed on a timely basis. Consult with the employee and supervisor/manager on maintaining the essential functions of the position within the reasonable accommodation request. Communicate with the employee's physician for any clarification of the reasonable accommodation. Apprise OEHHA Chief of Legal Counsel on any issues that may need legal review or input. Research the disability employment laws, the job accommodation network, and all resources for information on processing a reasonable accommodation. Maintain the departmental reasonable accommodation policy by reviewing and keeping up to date with disability employment laws. Research all employees’ memorandum of understanding (MOUs), and other laws and rules pertaining to disability/medical issues.

Assist in the development of departmental personnel procedures and policy statements. Maintains procedural changes initiated by control agencies, bargaining unit contracts, and the department. Provides consultation to departmental staff in planning and managing personnel needs and services including and advising on personnel policies, standards, laws, rules, and procedures.

Conducts studies of short and long duration pertaining to classification and pay, examining, procedural development, and processing issues. Provides technical advice on classification and pay to Branch Administrative Assistants.

Marginal Functions

Assist with maintaining the departmental decentralized and delegated exam process. Works with management in developing personnel work plans. Monitors recruitment activities and ensures planned recruitment is being accomplished. Research employees' concerns, complaints, and appeals relating to examinations. Consults with supervisors and employees on exam processes, interpretation of laws, rules and regulations, and appropriateness of information relating to exam evaluations and employee rights. Prepares and respond to inquiries on exam issues. Reviews test material for completeness, monitor and evaluate effectiveness of such delegation.

Desired Qualifications

Cooperative-working relationships with staff at all levels both within and outside the department.

Effectively communicate information to and consult with staff at all levels both within and outside the department in order to complete work assignments.

Research, interpret, and apply laws, rules, bargaining unit contracts, practices, and principles governing the State’s personnel management practices.

Analyze complex data and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.

Reason logically and analyze data in order to reach accurate and defendable conclusions.

Complete assigned work and review for accuracy.

Contribute to the continuing effectiveness and improvement of the Environmental Management System.

Working Conditions

Work in a high-rise building.

Interact with and make recommendations to staff at all levels that may not have an appreciation for the significance or intricacies of personnel management practices.

May be required to travel to OEHHA Oakland office and other locations for business related needs as necessary.