

DUTY STATEMENT

Employee Name:

Classification: Associate Personnel Analyst	Position Number: 580-120-5142-722
Working Title: Personnel Management Consultant	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/Classification and Certification Analysis Unit

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 I, Chief of the Classification and Certification Analysis Unit (CCAU), the Associate Personnel Analyst (APA) independently serves as a personnel consultant by performing the more responsible, varied, complex, and technical personnel work. The incumbent works in close partnership with other staff within the Human Resources Division (HRD) on matters on matters of mutual concern and to provide quality service to the 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% Responsible for all aspects of merit based hiring to ensure consistent interpretation and application of the State Personnel Board (SPB) and the California Department of Human Resources' (CalHR) laws, rules and systems. 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.
- 25% 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; analyzes and approves salary related requests including hiring-above 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 SPB's existing classification plan; identifies and evaluates program needs; may conduct position audits and recommend appropriate action. May also assist with assignments related to Career Executive Assignments (CEA) and Exempt employees, as well as assist in researching, determining, and composing notices regarding individual reinstatement rights.
- 20% Under direction, researches and composes responses to employee out-of-class grievances and merit issue complaints. Prepares detailed correspondence for management review related to candidate withholds from civil service examinations. Investigates and responds to the SPB, candidates, and candidate representatives on appeals related to the personnel selection and certification processes. Provides information to CalHR's legal staff in preparation for arbitration or statutory appeals hearings and represents the Department. Conducts sensitive meetings with Department management, control agency staff, and/or union representatives. Participates on special joint labor/management teams for studies and projects regarding classification and certification issues.
- 10% Develops and conducts training on personnel management issues such as the RPA process, preparation of hiring documents, ECOS, etc. Attends trainings and meetings related to selection and certification methods, policies, and professional standards.
- 10% Serves as a consultant to candidates, candidates' representatives, and management regarding the sensitive personnel issues relating to selection and certification policies, procedures, and rights of competitors. Utilizes a systematic approach to collect, synthesize,

evaluate, and measure information pertaining to the work (tasks) performed by individuals, and the knowledge, skills, abilities, and other characteristics required for satisfactory work performance.

Marginal Functions (including percentage of time)

5% Participates in hiring interviews. Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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

HRD Use Only:

Approved By: Alyssa Ballesteros-Agulo

Date

8/19/2021

DUTY STATEMENT

Employee Name:

Classification: Staff Services Analyst	Position Number: 580-120-5157-722
Working Title: Personnel Management Consultant	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/Classification and Certification Analysis Unit

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 supervision of the Staff Services Manager I, Chief of the Classification and Certification Analysis Unit (CCAU), the Staff Services Analyst (SSA) serves as a personnel consultant by performing personnel work of average difficulty. The incumbent 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 programs.

The SSA classification is distinguished from the Associate Governmental Program Analyst/Associate Personnel Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

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% Assists with all aspects of merit based hiring to ensure consistent interpretation and application of the State Personnel Board (SPB) and the California Department of Human Resources' (CalHR) laws, rules and systems. 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.
- 25% Assists with reviewing and approving position allocation requests. Analyzes and determines appropriate alternatives to meet program needs. Recommends alternative hiring solutions using good personnel management practices and procedures. Analyzes and approves salary related requests including hiring-above 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 SPB's existing classification plan. Identifies and evaluates program needs. May conduct position audits and recommend appropriate action.
- 20% Under supervision, researches and composes responses to employee out-of-class grievances and merit issue complaints. Prepares detailed correspondence for management review related to candidate withholds from civil service examinations. Investigates and responds to the SPB, candidates, and candidate representatives on appeals related to the personnel selection and certification processes. Provides information to CalHR's legal staff in preparation for arbitration or statutory appeals hearings and represents the Department. Conducts sensitive meetings with Department management, control agency staff, and/or union representatives. Participates on special joint labor/management teams for studies and projects regarding classification and certification issues.
- 10% Develops and conducts training on personnel management issues such as the RPA process, preparation of hiring documents, ECOS, etc. Attends trainings and meetings related to selection and certification methods, policies, and professional standards.
- 10% Serves as a consultant to candidates, candidates' representatives, and management

regarding the sensitive personnel issues relating to selection and certification policies, procedures, and rights of competitors. Utilizes a systematic approach to collect, synthesize, evaluate, and measure information pertaining to the work (tasks) performed by individuals, and the knowledge, skills, abilities, and other characteristics required for satisfactory work performance.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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

HRD Use Only:

Approved By: Alyssa Ballesteros-Agulo

Date

8/19/2021