

**DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT**

NAME Vacant	MCR 1
CLASSIFICATION Associate Personnel Analyst	POSITION NUMBER 410-111-5142-XXX
WORKING TITLE Classification & Pay Analyst	DIVISION/UNIT Division of Administration/Human Resources Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST CATEGORY N/A

GENERAL STATEMENT: Under the direct supervision of the Personnel Services Manager (SSM II), the Staff Services Analyst (SSA) will function as the Classification and Pay analyst in the Division of Administration, Human Resources Office. The incumbent independently serves as a personnel management consultant performing analytical personnel work for the Department of Financial Protection and Innovation. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

ESSENTIAL FUNCTIONS

35% Advise managers, supervisors, and personnel liaisons on all aspects of recruitment efforts. Review, analyze, approve and/or deny personnel action request packages, ensuring all required documents are included to validate that requests meet departmental and control agency guidelines. Review, analyze, approve and/or deny duty statements to ensure duties meet the criteria per the allocation guidelines and classification specifications; prepare and post job announcements; order certification list and contact letters; review interview questions and screening criteria; verify minimum qualifications eligibility; participate on interview panels as required; schedule and review personnel files with other State departments.

Independently interpret, explain, and apply civil service laws, rules and regulations; bargaining unit contract language; departmental policies and procedures, and government codes related to personnel related matters. Prepare reports, manuals, and correspondence on new developments and decisions on recruitment issues.

20% Review, research, and prepare written responses to classification projects; merit issue complaints; appeals; and illegal appointments. Develop and prepare formal letters and memoranda regarding human resources policies, procedures and regulations.

Identify issues requiring modification and independently research and perform analyses of data; develop, present and prepare alternatives and recommend solutions for assigned projects.

- 20%** Review and analyze requests for hiring above minimum; red circle rates; alternate range criteria; back pay requests; pay differentials; Work Week Group issues; out-of-class requests; Training & Development and TAU appointments; 180-day RA requests. Prepares Exempt Position Requests and Career Executive Assignment (CEA) proposals; follow-up with SPB and CalHR to obtain CEA allocation and level approval. Assists with special studies and administrative projects for departmental management.
- 10%** Assist managers and supervisors with completing performance evaluations (Probationary reports, interim performance reports, Individual Development Plans). Provides consultation and advice to departmental managers and supervisors concerning employee performance, and progressive discipline. Consults with management regarding efforts to identify and correct performance problems before adverse action becomes necessary. Reviews counseling and disciplinary documentation ensuring conformity with State Personnel Board rules, departmental policy and guidelines, and bargaining unit contract provisions.
- 10%** Provides technical guidance to DFPI staff in their area of expertise; provides educational materials and training of personnel systems, procedures and policies to co-workers, employees, and supervisors/managers.

MARGINAL FUNCTIONS

- 5%** Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

Receives general direction from the Staff Services Manager II (Supervisory); however, direction and assignments may also come from the Staff Services Manager III.

C. SUPERVISION EXERCISED

NONE

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

NONE

E. PERSONAL CONTACTS

The analyst has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies and the general public.

F. ACTIONS AND CONSEQUENCES

The actions of the incumbent have a direct bearing on the success, integrity and legality of the Department's Human Resources management and Examination/Selection programs.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Work remotely and/or in an office setting in Natomas area.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Utilizing MS Teams to connect with HRO and DFPI staff during remote working.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

H. OTHER INFORMATION

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; principles, practices, and trends of public administration, and organization and management.

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

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; act as a team leader; and use business and government standard software/computer, office equipment and specified essential computer resources.

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 your supervisor).		
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Employee Signature	Employee Printed Name	Date
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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	Supervisor Printed Name	Date
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