



State of California
Department of Corrections and Rehabilitation
Human Resources
Office of Workforce Planning

Proposed Duty Statement

Rev9.18.21

Incumbent:	Location: Near Downtown, Sacramento
Section/Unit: General Transactions	Classification: Associate Governmental Program Analyst
Position Number (s): 065-575-5393-XXX	Supervised By: Staff Services Manager II

Under the general direction of the Staff Services Manager II, General Transactions, Office Workforce Planning (OWP), in a customer service-oriented environment, the Associate Governmental Program Analyst (AGPA) is responsible to develop and administer departmental personnel policies and project assignments. The incumbent works independently without detailed supervision or review to make decisions and/or provide advice and assistance on varied and difficult personnel transaction problems. The AGPA serves as the expert staff resource for the most difficult and complex personnel/payroll related issues.

This position requires the use of Business Information System (BIS) data for many daily activities. OWP staff is expected to utilize BIS on an on-going basis as required by their position and duties, which may vary.

The AGPA must possess excellent business writing skills, communicate effectively, display associate analytical competency, produce completed staff work, exercise good judgment and critical thinking, maintain consistent attendance, and portray a professional and positive demeanor at all times. The AGPA will be required to create spreadsheets, memoranda, and flow charts for various projects using Microsoft Office suite.

The AGPA must demonstrate initiative and responsibility in successfully performing the following duties:

ESSENTIAL FUNCTIONS

30% Serves as an expert resource and point contact in resolving the most complex departmental personnel issues relating to personnel transactions, including 7k salary determinations, employment history and payroll record reconstructions, formulate and recommend program changes to ensure compliance with regulations, policies, laws, and rules. Independently research laws, rules, and regulations to ensure accurate and clear documentation. Compile data and information to generate reports or written analysis. Design and support program improvements to satisfy customer needs and expectations, and complete complex Personnel projects. This may include the preparation of announcements, special reports, management analysis or response to special and urgent OWP transaction needs in order to keep Departmental personnel staff apprised of updated requirements. Monitor Transactions escalations log and keep management apprised of status.

- 25% Assists Transactions staff in dealing with complex personnel issues i.e., SPB lawsuits, penalty and interest lawsuits, personally performing the most complex duties, and makes recommendations to headquarters management on corrective measures. Performs other related technical personnel management duties and special projects as required. Conducts transactions audits to ensure compliance with laws, rules, regulations, and policies. Independently coordinates Transactions response to statewide audits and compliance reviews, gathering requested data, and ensuring compliance with any corrective action plans. Independently reviews employee retirement account codes to ensure employees are correctly coded in the State Controller's Office system and works closely with CalPERS to ensure any errors are resolved expeditiously. May assist with conducting monthly leave audits.
- 20% Serve as the Transactions Subject Matter Expert (SME) working closely with the HR Policy Unit to develop and revise Personnel payroll policies and procedures; work closely with Personnel Statewide Resources Unit (PSRU) as a SME to develop or revise training for Personnel Specialists on developed or revised procedures to gain consistency throughout OWP. Attend Control Agency meetings. Develop and/or revise internal procedures as necessary. Works with other government agencies, including but not limited to, State Controller's Office, California Department of Human Resources, California Public Employees' Retirement System. Liaises with the Department's Office of Labor Relations, Office of Personnel Services, and staff in General and Specialized Transactions.
- 15% Independently researches Timely Payment of Wage (TPW) claims for headquarters' employees and prepares Department response. Represents Department at TPW settlement conferences and hearings. Prepares appeals to TPW decisions and/or other control agency decisions. Conduct annual Institutional Worker Supervision Pay (IWSP) audit for headquarters.
- 10% Attends management or staff meetings, and monthly program meetings, when needed. Attends, participates in trainings and conferences as requested. May conduct training as needed. May act in a lead capacity over subordinate staff. Position may require occasional travel. Other duties as assigned.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Printed Name

Employees Signature Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor's Printed Name

Supervisor's Signature Date

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods, or otherwise balance the workload.



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Proposed Duty Statement

Rev9.18.21

Incumbent:	Location: Near Downtown, Sacramento
Section/Unit: General Transactions	Classification: Staff Services Analyst (General)
Position Number (s): 065-575-5157-XXX	Supervised By: Staff Services Manager II

Under the supervision of the Staff Services Manager II, General Transactions, Office Workforce Planning (OWP), in a customer service-oriented environment, the Staff Services Analyst (General) (SSA) assists in developing and administering departmental personnel policies and project assignments. The incumbent works under supervision or review to make decisions and/or provide advice and assistance on varied and difficult personnel transaction problems. The SSA serves as the staff resource for the less difficult personnel/payroll related issues.

This position requires the use of Business Information System (BIS) data for many daily activities. OWP staff is expected to utilize BIS on an on-going basis as required by their position and duties, which may vary.

The SSA must possess excellent business writing skills, communicate effectively, display analytical competency, produce completed staff work, exercise good judgment and critical thinking, maintain consistent attendance, and portray a professional and positive demeanor at all times. The SSA will be required to create spreadsheets, memoranda, and flow charts for various projects using Microsoft Office suite.

The SSA must demonstrate initiative and responsibility in successfully performing the following duties:

ESSENTIAL FUNCTIONS

- 25% Serves as a staff resource and point contact in resolving departmental personnel issues relating to personnel transactions including 7k salary determinations, employment history and payroll record reconstructions; assist in formulating and recommending program changes to ensure compliance with regulations, policies, laws, and rules. Under supervision, researches laws, rules, and regulations to ensure accurate and clear documentation. Compile data and information to generate reports or written analysis. Assists in the design and support of program improvements to satisfy customer needs and expectations, and complete Personnel projects. This may include the preparation of announcements, special reports, management analysis or response to special and urgent OWP transaction needs in order to keep Departmental personnel staff apprised of updated requirements.
- 25% Assists Transactions staff in dealing with personnel issues i.e., SPB lawsuits, penalty and interest lawsuits, performing less complex duties under supervision, and makes recommendations to headquarters management on corrective measures. Performs other related technical personnel management duties and special projects as required. Assists in conducting transactions audits to ensure compliance with laws, rules, regulations, and policies. Assists in coordinating Transactions response to statewide audits and compliance reviews, gathering requested data, and ensuring compliance with any corrective action plans. Reviews employee retirement account codes to ensure employees are correctly coded in the State

Controller's Office system and works closely with management to ensure CalPERS is notified and any errors are resolved expeditiously. Assists with conducting monthly leave audits.

- 25% Serve as the Transactions Subject Matter Expert (SME) assisting the HR Policy Unit to develop and revise Personnel payroll policies and procedures; assists the Personnel Statewide Resources Unit (PSRU) as a SME to develop or revise training for Personnel Specialists on developed or revised procedures to gain consistency throughout OWP. Attend Control Agency meetings. Develop and/or revise internal procedures as necessary. Works with other government agencies, including but not limited to, State Controller's Office, California Department of Human Resources, California Public Employees' Retirement System. Liaises with the Department's Office of Labor Relations, Office of Personnel Services, and staff in General and Specialized Transactions.
- 15% Researches Timely Payment of Wage (TPW) claims for headquarters' employees and assists in the preparation of the Department response. Assists SSM I in representing Department at TPW settlement conferences and hearings. Assists in preparation of appeals to TPW decisions and/or other control agency decisions. Conducts annual Institutional Worker Supervision Pay (IWSP) audit for headquarters under supervision.
- 10% Attends staff meetings and monthly program meetings, when needed. Attends, participates in trainings and conferences as requested. May conduct training as needed. Position may require occasional travel. Other duties as assigned.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Printed Name

Employee's Signature

Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor's Printed Name

Supervisor's Signature

Date

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods, or otherwise balance the workload.