Working Title of Position: Classification and Pay Analyst
Division and/or Subdivision: Management Services/ Human Resources
Location of Headquarters: West Sacramento
Class Title of Position: Associate Personnel Analyst
Position Number: 541-031-5142-702
Effective Date: June 1, 2022

Under the general direction of the Classification and Pay Unit Manager (Staff Services Manager I), the incumbent works independently or as a lead analyst with other analysts as a team to provide personnel consultation for a geographic area of the state and/or one or more Headquarters programs of the California Department of Forestry and Fire Protection (CAL FIRE). The incumbent may serve as a team leader on assigned projects. Duties include:

**Classification and Pay Assignment**

*Independently Reviews submitted Request for Personnel Action (PO 200's) to ensure positions are appropriately classified and allocated; reviews duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines; reviews, analyzes, and recommends organizational changes and staffing alternatives; explains impact of candidates with surplus and State Restriction of Appointment status; and conducts classification and organization studies. *Performs position control and the preparation of Change in Established Positions (STD. 607's) for the purpose of position creation, reclassification, etc. *Independently Reviews and updates position and classification spreadsheets, which may be submitted and reviewed by CalHR, SPB, DOF, and other control agencies.

*Collaborates with designated Administrative Officer (AO), management, and supervisors on the creation or revision of Career Executive Assignments (CEAs); *Independently reviews and edits CEA Position Requests (CalHR 881); *Counsels and advises management on changes to the CEA appointment process; *Create and prepare CEA documentations for internal review prior to submission to CalHR. *Create CEA salary change documents for interval review and approval.

*Maintains working relationships and open communication with all parties involved with the

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Travel may be required up to 10% of the time. This travel may be local or statewide and may involve overnight stays.

"We have discussed this document in its entirety and understand the duties of this position."
Percentage of Time
Required
processing of PO 200's, which includes but are not limited to: designated Administrative
Officer (AO), regional liaisons, hiring managers, and administrative staff. *Works cooperatively
with CalHR, SPB, and other control agencies as necessary.

25%
Consultation/Training
*Counsels and advises management on all facets of civil service laws, rules, regulations,
policies, and procedures, related to classification, pay, and recruitment. *Counsels and advises
managers and supervisors on performance appraisal and disciplinary matters; and may assist in
the preparation of formal adverse actions and discovery materials. *As a lead analyst,
researches and advises managers and employees on all aspects of progressive discipline.
*Advises managers and supervisors related to the Federal Family and Medical Leave Act and
California Family Rights Act.

20%
Appointment and Employment Issues
*Independently researches and resolves issues related to employment, transfers, promotions,
training & development assignments, out-of-class assignments and all other related aspects of
appointment; *Gathers, evaluates and determines appropriate response to appointment issues.
*Counsels and advises management of any issues or impact that may arise as a result of the
appointment review. *Prepares evidence and documents for internal review prior to submission
to SPB or CalHR. *Performs follow up on disputes appealed to SPB. *Files related documents in
a consistent format for later reference in addressing policy or procedural questions or grievances.
When appropriate meets with supervisors and employees to clarify, review and discuss
employment and appointment issues and concerns.

15%
Policy and Procedure Writing
*Independently research in the areas of laws, regulations, control agency policy changes to
develop and/or modify departmental policies and procedures.*Drafts/finalizes issue memoranda
which identify alternatives, pros and cons, and recommendation for management review,
consideration, and approval.

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Employee Signature

Date

Permit use only

Supervisor Signature

Date

In力还是Date
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

*Independently or as a lead analyst, develops new or modifies existing processes and procedures for responding to employment and appointment issues by documenting current processes and procedures.

*Coordinates with other program areas to integrate processes to minimize duplication as well as to ensure all steps and time frames are identified. *As a lead analyst with other analysts as a team, develops checklists, forms, and flow charts as part of a desk manual.

**Additional Duties**

Other job related duties as assigned.

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