

Current     Proposed

<b>Classification Title</b> Associate Governmental Personnel Analyst (AGPA)	<b>Division/Unit</b> Benefits Division/Policy Oversight and Management
<b>Working Title</b> Policy Oversight and Management (POM) Unit Program Analyst	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-540-5393-XXX	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> June 07, 2022

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### CalHR Benefits Division

The CalHR Benefits Division is responsible for the design, acquisition, and oversight of the statewide employee benefit programs. This includes dental, vision, flexible spending accounts, wellness, retirement, life, long-term disability, legal insurance, state owned housing, and other statewide benefit programs. Through effective stakeholder collaboration and partnerships, the Division ensures state employees, retirees and their eligible dependents have access to competitive, quality and affordable benefits. This enables the state, as an employer, to offer optimal benefits packages for recruiting and contributes to maintaining a top-performing workforce.

### General Statement

Under the direction of the Benefits Program Policy Manager – Staff Services Manager II (Managerial), the POM Unit Program Analyst (AGPA) is responsible for performing complex duties in the administration of the state’s benefits programs. The benefit programs, include but are not limited to: The Policy and Oversight and Management section, which include the monitoring and tracking of statewide personnel practices to ensure the state’s compliance, processing of benefit appeals and inquiries, and providing consultation, policy guidance, and training to departments, ensuring alignment with the CalHR and Benefits Division mission, vision, values and goals. The Policy Oversight and Management Section is responsible for the administration of the following programs: Retirement, State Owned Housing (SOH), Affordable Care Act (ACA), Health Program policy, Consolidated Benefits (CoBen), Common Carrier, Transit Subsidy, Vanpool Incentive, Bay Area Commuter, Benefit, Bicycle Commuter, Travel,

Relocation and the Life Insurance, Long Term Disability, Group Legal, and the California Public Employees' Retirement System (CalPERS) Board and Committee briefings.

Without detailed supervision or review, and exhibiting significant independence of action, duties include, but are not limited to:

## Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	<p><b>Consultation, Compliance and Customer Service</b></p> <p>The Analyst is responsible for providing the highest-level of analytical Section support to the assigned policy programs: Affordable Care Act (ACA), State Owned Housing, Travel, Relocation, and the Commute Programs which include Transit, Vanpool and Bicycle subsidy incentives, as well as special projects assigned. The Analysts acts as the technical expert consultant to departmental personnel office staff by providing accurate and timely responses verbally and in writing, while being in alignment with Division guidelines. Monitors and tracks statewide personnel practices to ensure the state's compliance with the employer-administered provisions of the federal Patient Protection Affordable Act (ACA).</p>
35%	(E)	<p><b>Policy and Regulation Analysis</b></p> <p>Independently reviews, researches, and revises program information to provide support to internal and external stakeholders on statewide policy development. Coordinates and drafts bill analysis, policy briefs, proposals, and meeting minutes. Serves as the lead on policy program workgroups established with various levels of internal and external stakeholders to effectively set, manage and update the statewide benefit program policies. Prepares correspondence intended for internal and external stakeholders, regarding difficult and sensitive program issues, benefit contract provisions, policies, and procedures. Provides general subject matter expertise during collective bargaining process which supports CalHR Labor Relations Division.</p>
10%	(E)	<p><b>Stakeholder Engagement</b></p> <p>Delivers superior customer service and actively engages with stakeholders, to provide general program advice and consultation to enhance, strengthen and expand the policy and processes within the Section's assigned programs. Participates in quality innovation discussions on Benefits Division processes. Independently tracks routine workload items and provide status updates to management. Reviews and updates benefit program materials and in collaboration with other Division staff and management. Maintains program information on internal and external facing websites (ex. CalHR website and the Benefits Division website) to ensure content consistency and accuracy. Disseminates information to departmental personnel offices regarding laws, regulations, and requirements in a variety of formats (i.e. Microsoft Office Package programs) Maintains organized and confidential documents and reports in various filing systems (i.e. physical filing and electronic filing). Attends meetings, training, and participate in workgroups.</p>
10%	(E)	<p><b>Training</b></p>

		Provides training to departmental personnel offices on various policies and procedures. Identifies applicable training needs to address the program gaps of departmental personnel offices. Communicates benefit program issues and updates departmental personnel offices at various forums as needed (Ad Hoc and Transactions Supervisors' Forum). Participate in Benefits Administration Training for departmental personnel offices.
5%	(M)	<b>Other Duties as Assigned</b> Performs other duties as required to meet division needs. Provides technical and analytical support to project teams and other committees as assigned (e.g. Open Enrollment, Web Team). Responsible for the processing of monthly invoices and other reports. Provides training to Benefits Division staff on committee and project updates.

### Supervision Received

The Associate Governmental Program Analyst reports directly to the Staff Services Manager II (Managerial) however, assignments will also come from the Staff Personnel Program Analyst (SPPA), the Personnel Program Advisors (PPA) other Benefits Division Managers and/or the Division Chief.

### Supervision Exercised

None.

### Special Requirements / Desirable Qualifications

The successful Associate Governmental Program Analyst actively pursues development in the following areas:

- Interpersonal skills – collaboration, teamwork, practices conflict resolution, adaptability, resilience, and helping behaviors.
- Communication skills – clear and concise in verbal and written work, effective presentation skills, meeting facilitation skills, tact, applies critical and forward-thinking skills and the ability/skill to achieve buy-in and engage customers.
- Dependability –meets deadlines, follow established departmental procedures, and manages time and schedule effectively.
- General business acumen – honest, ethical, systemic thinking, thoughtfully decisive, and conscientious.

### Working Conditions

The duties of this position provide telework opportunities, including the ability to work partially remote. When onsite, duties are performed indoors at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. This model is subject to change based on operational needs. Travel may be required to attend meetings or training classes.

### Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**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 the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>