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.

General Statement
Under general direction of the Staff Services Manager II, the Staff Services Manager I serves as a non-supervisory program specialist responsible for the most complex and difficult compensation and workforce analysis for the Financial Management Division. The position is part of small team of experts responsible for analyzing data in Microsoft Power Business Intelligence (BI) software and publishing HR Dashboards to provide the department and other stakeholders with insights into the state’s workforce. Analysis will focus on compensation, with an emphasis on gender and racial pay equity across all civil service classifications and departments to ensure a fair and equitable hiring process. Duties include, but are not limited to, the following:

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

<table>
<thead>
<tr>
<th>Percentage (%)</th>
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<th>Job Duties</th>
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</thead>
<tbody>
<tr>
<td>30%</td>
<td>(E)</td>
<td>Create and maintain HR Dashboards</td>
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Query and analyze structured and unstructured data from multiple sources. Extract, clean and transform, model, and calculate data in Microsoft Power BI and develop HR Dashboards to publish for internal or external audiences. Design, build, and deliver reports that identify trends and insights in workforce data, particularly related to compensation and equity. Employ user centered approaches in the design of the dashboard/report. Maintain HR Dashboards, ensuring ongoing stability of the system and data quality. Perform regular...
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<tr>
<td>30% (E)</td>
<td>Collaboration and consultation on data</td>
<td>Collaborate with the Information Technology Division, the State Controller’s Office, and other data providers to ensure data quality and connect files to Microsoft Power BI. Serve as a liaison with internal and external customers (such as Labor Relations, Selections, Civil Rights, Workforce Planning, Personnel Management, Executives, and other departments). Document, monitor, and proactively recommend improvements to processes and controls related to areas of responsibility. Research best practices and leading technologies to provide insights. Provide ongoing support to help HR BI end users.</td>
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<td>20% (E)</td>
<td>Analyze data and present findings</td>
<td>Work independently and on teams to complete research projects and analyze data to answer complex questions. Effectively communicate with internal and external customers and non-technical audiences regarding analytic ideas, approaches, key takeaways, and actionable insights. Work through complex, ambiguous problems using data to answer questions. Work on teams to produce annual compensation and workforce reports. Analyze a wide variety of data sources (Learning Management System, Payroll System, Job Board, Civil Service Eligibility Lists, etc.) to provide insights. Analyze workforce and compensation data using Power BI and Microsoft Excel for the administration to support collective bargaining negotiations. Work with sensitive and confidential information with discretion.</td>
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<td>20% (E)</td>
<td>Compensation research and reports</td>
<td>Prepare policy papers, memorandums, and reports concerning statewide employee compensation, benefits and retirement issues. Gather data and study various problems arising in connection with the collective bargaining process. Prepare compensation reports, including developing report formats, charts, graphs and other visual aids in Microsoft Excel to explain state employee compensation comparisons. Make the most complex technical analysis of state employee compensation costs and compare this with labor market information for comparable occupations. Ensure comparable benchmark jobs are used by analyzing job descriptions, licensure requirements, and duties performed for external employers for salary and total compensation surveys.</td>
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Supervision Received
The Staff Services Manager I reports directly to and receives the majority of assignments from the Staff Services Manager II; however, direction and assignments may also come from Personnel Program Manager II.

Supervision Exercised
None.

Special Requirements / Desirable Qualifications

- Ability to complete research projects
- Ability to independently perform complex data analysis in response to ad-hoc research and reporting requests utilizing Microsoft Excel and business intelligence software
- Ability to validate, format, and organize structured and unstructured data to forecast trends and assess potential impact
- Ability to develop, analyze, and interpret complex research findings
- Knowledge of research, survey, and analytical methods and techniques
- Ability to articulate information in a clear, concise, and professional manner in a public setting
- Ability to prepare and present technical reports and make recommendations
- Ability to gain and maintain the confidence and cooperation of others, including various levels of management
- Ability to manage and prioritize multiple projects and work well under pressure to meet quick deadlines
- Ability to perform public policy analysis and research

It is desirable that the incumbent has experience using SQL queries, and an understanding of business intelligence software applications, such as Microsoft Power BI or Tableau.

Working Conditions
The duties of this position are performed indoors. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. 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.

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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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Under general direction of the Staff Services Manager II, the Research Data Specialist I serves as a non-supervisory program specialist responsible for the most complex and difficult compensation and workforce analysis for the Financial Management Division. The position is part of small team of experts responsible for analyzing data in Microsoft Power Business Intelligence (BI) software and publishing HR Dashboards to provide the department and other stakeholders with insights into the state’s workforce. Analysis will focus on compensation, with an emphasis on gender and racial pay equity across all civil service classifications and departments to ensure a fair and equitable hiring process.

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ongoing stability of the system and data quality. Perform regular audits to ensure data accuracy. Develop strong data cataloging and governance to ensure data integrity.

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