### DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>580-120-5142-794</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Classification:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>Associate Personnel Analyst</td>
<td>Permanent/Full-Time</td>
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<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Performance Management Analyst</td>
<td>1615 Capitol Avenue, Sacramento, CA 95814</td>
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<tr>
<th>Collective Bargaining Unit:</th>
<th>Position Eligible for Telework (Yes/No):</th>
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<tbody>
<tr>
<td>R01</td>
<td>Yes</td>
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<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tbody>
<tr>
<td>Human Resources Division</td>
<td>Strategic Talent Management and Development Branch/Performance Management and Training Section/Performance Management Unit</td>
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</table>

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

#### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

#### Job Summary

This position supports CDPH’s mission and strategic plan by assisting managers and supervisors in the appropriate and timely application of the progressive discipline process, and addressing concerns related to performance and conduct in the workplace.

The Associate Personnel Analyst (APA) independently serves as a management consultant performing the more responsible, varied, and complex analytical personnel work including, but not limited to, developing and/or presenting management positions with respect to employer-employee relations and/or contributing significantly to the development of management positions on the same.

The incumbent works under the direction of the Staff Services Manager (SSM) I, Chief, Performance
Management Unit.

**Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
  - ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

30% Independently serves as an expert consultant and advisor to management regarding employee discipline and conduct, enforcement of labor agreements, employment laws and rules, and Departmental policies. Provides consultation on appropriate personnel management methodologies available for managing employees within the three-phased system of discipline and coaches supervisors on appropriate implementation of such methods throughout the discipline process. Consults with supervisors and managers to discuss and provide recommendations related to the more complex employee discipline concerns. Consults with the Labor Relations Office and/or the Disability Management Unit in providing consultation to management on contract provisions, reasonable accommodation issues, and workers’ compensation concerns.

30% Reviews, evaluates, and provides guidance to program management regarding the more complex draft personnel actions, which include counseling memoranda, expectations memoranda, rejections during probation and formal adverse action. In a consultative role to program management, makes and/or recommends content revisions. Conducts analysis and provides recommendations on appropriate level of formal adverse action; consults and partners with Departmental Attorneys in the finalization of rejections during probation and adverse actions, and ensures appropriate processing and service. Serves as the personnel representative at Skelly Hearings. May represent the Department at Pre-Hearing Settlement Conferences.

20% Responsible for reviewing, evaluating, and providing guidance to program management regarding non-punitive actions such as medical transfers, medical dismissals, employer-initiated disability retirement, and dismissals for failure to meet the requirements for continuing employment. As an expert consultant, incumbent meets with program managers and supervisors to discuss and provide recommendations. Consults and partners with Departmental Attorneys in the decision and finalization of non-punitive actions. Serves as the personnel representative at Skelly and other related appeal hearings.

10% Consults with program management related to employee attendance concerns and absent without approved leave (AWOL) issues. Consults with program supervisors and managers to provide expert guidance and recommendations related to employee attendance. Assembles
chronology of events, drafts Notice of AWOL Separation, recommends and consults with Human Resources Division (HRD) management on the need for AWOL Separation, and ensures service of Notice of AWOL Separation. Serves as the personnel representative at Coleman Hearings.

5% Independently enters data into the CDPH centralized employee discipline database in order to accurately track consultations with supervisors and managers, counseling memos, adverse actions, and hearing activities.

<table>
<thead>
<tr>
<th>Marginal Functions (including percentage of time)</th>
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<tbody>
<tr>
<td>5% Performs other job-related duties as required.</td>
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</table>

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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<tr>
<th>HRD Use Only: Approved By: Alyssa Ballesteros-Agulo</th>
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<td>Date 11/9/2022</td>
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DUTY STATEMENT

Employee Name: Position Number: 580-120-5157-794
Classification: Staff Services Analyst
Tenure/Time Base: Permanent/Full-Time
Working Title: Performance Management Analyst
Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01
Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division
Branch/Section/Unit: Strategic Talent Management and Development Branch/Performance Management and Training Section/Performance Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

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Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

Job Summary

This position supports CDPH’s mission and strategic plan by assisting managers and supervisors in the appropriate and timely application of the progressive discipline process, and addressing concerns related to performance and conduct in the workplace.

The Staff Services Analyst (SSA) serves as a management consultant performing analytical personnel work of average difficulty. The SSA assists with the presentation of management positions with respect to employer-employee relations and/or assists with the development of management positions on the same.
The SSA classification is distinguished from the Associate Personnel Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager (SSM) I, Chief, Performance Management Unit.

**Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

**Essential Functions (including percentage of time)**

30%  Serves as a technical consultant and advisor to management regarding employee discipline and conduct, enforcement of labor agreements, employment laws and rules, and Departmental policies. Under supervision, provides consultation on appropriate personnel management methodologies available for managing employees within the three-phased system of discipline and coaches supervisors on appropriate implementation of such methods throughout the discipline process. Consults with supervisors and managers to discuss and provide recommendations related to employee discipline concerns of average difficulty and complexity. Consults with the Labor Relations Office and/or the Disability Management Unit in providing consultation to management on contract provisions, reasonable accommodation issues, and workers’ compensation concerns.

30%  Reviews, evaluates, and provides guidance to program management regarding draft personnel actions, which include counseling memoranda, expectations memoranda, rejections during probation and formal adverse action. In a consultative role to program management, makes and/or recommends content revisions. Conducts analysis and provides recommendations on appropriate level of formal adverse action; consults and partners with Departmental Attorneys in the finalization of rejections during probation and adverse actions and ensures appropriate processing and service. Serves as the personnel representative at Skelly Hearings. May represent the Department at Pre-Hearing Settlement Conferences. Typically, a new analyst will be accompanied by a “lead” analyst until he/she demonstrates technical proficiency and competency in personnel methodologies and approaches as it relates to legal or administrative hearings and proceedings.

20%  Under supervision, is responsible for reviewing, evaluating, and providing guidance to program
management regarding non-punitive actions such as medical transfers, medical dismissals, employer-initiated disability retirement, and dismissals for failure to meet the requirements for continuing employment. As an expert consultant, incumbent meets with program managers and supervisors to discuss and provide recommendations. Consults and partners with Departmental Attorneys in the decision and finalization of non-punitive actions. Serves as the personnel representative at Skelly and other related appeal hearings.

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5% Enters data into the CDPH centralized employee discipline database in order to accurately track consultations with supervisors and managers, counseling memos, adverse actions, and hearing activities.

### Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

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Approved By: Alyssa Ballesteros-Agulo

11/9/2022