



DUTY STATEMENT

Classification: Associate Governmental Program Analyst

Working Title: Classification and Pay Analyst

Position: 314-102-5393-805

Organizational Setting and General Statement:	
The California Science Center Museum is located South of Downtown Los Angeles at Exposition Park. The Human Resources (HR) Unit is a small team of professionals, each with their own area of responsibility and expertise, who work together to make sure the department's policies and systems are in line with the requirements set forth by California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), etc. The unit provides HR services, support, and consultation to California Science Center (CSC), California African American Museum (CAAM) and the Office of Exposition Park Management (OEPM), which includes the Department of Public Safety (DPS). Under the general direction of the Human Resources Director (Staff Services Manager II) the incumbent performs responsible, varied, and technical work within the Human Resources unit, including classification and pay, position control and employee benefits duties. The incumbent will serve as a subject matter expert performing analytical personnel work for the California Science Center.	
Time Percentage	Job Functions (Essential (E) / Marginal (M) Functions)
45% (E)	Effective on the date indicated below, the employee assigned to the position identified above performs the following duties and responsibilities, including but are not limited to: Classification and Pay • Prepares 625's and Retired Annuitant Requests for approval. • Maintains duty statements and ensures they are properly allocated. • Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. Conduct research and recommend solutions to personnel management problems and develop process improvements. • Conduct research on various areas of classification and pay;

25% (E)	conduct complex classification and pay and organizational studies; prepare specification revisions and SPB items for new or revised classifications. ● Act as a lead on classification and pay projects, including Job Analysis (JA) and examination development. ● Conduct desk audit reviews and analysis, including recruitment files and appointments to ensure compliance with Civil Service laws, rules, and regulations. ● Conduct audits on leave accounting records and payroll records for the purpose of accuracy, reconciliation, and to ensure transactions comply with payroll procedures. Hiring Process ● Prepares, compiles, reviews, analyzes, and recommends approval for Request for Personnel Action (RPA) packages, including current and proposed organizational chart, current and proposed duty statements, justification memorandum, etc.). Ensures RPA requests comply with applicable classification specifications; allocation guidelines; and personnel laws, rules, and regulations. ● Reviews applicants' qualifications and eligibility for Training and Development assignments. ● Reviews and analyzes appropriate alternate range criteria for new hires and changes. ● Prepares out-of-class (OOC) assignments and special pay requests; also maintains related tracking logs. ● Reviews and analyzes appropriate alternate range criteria for new hires, hire above minimum (HAM) requests, and out-of-class (OOC) Assignments; also maintains related logs.
15% (E)	Position Control ● Prepares 607 documents and necessary back-up documentation to establish/delete/reclassify positions for the institution as needed. ● Maintains accurate Position Control Rosters and Organization Charts. ● Conducts a monthly position control audit using position roster file provided by SCO, internal department position rosters and org charts. ● Responsible for the Schedule 8 report. ● Prepares vacancy report due to the Deputy Director of Administration, monthly.

10% (E)	• Prepares and shares a Staff Movement Report with administrative staff on a weekly basis. • Updates and submits Quarterly Reports to CalHR, including CEA, Exceptional Allocations, and Unlawful Appointments. • Sends appropriate information to labor unions quarterly and when new employees are hired, per Assembly Bill (AB) 119. State Employee Benefits Program • Serve as the FMLA coordinator, providing timely information and correspondence to employees. Tracking deadlines and communicating with personnel specialists and supervisors so that hours are documented and tracked properly. • Approves and tracks the use of Supplemental Paid Sick Leave related to the COVID-19 or other special leave program.
5% (M)	Other Duties • Coordinates responses for request for information and/or surveys as requested by the HR Director • Serves as a back-up for ID Badges process. • Serve as back-up to Sr. Personnel Specialist for recruitment and audit to the Personnel Specialist • Other duties as assigned.
Desirable Characteristics	
• Human Resources experience and/or education. • Excellent verbal communication skills. • Strong writing skills and ability to learn formal and technical writing. • Intermediate to advanced proficiency in using computer software for word processing, presentations, and spreadsheets. • Ability to analyze and interpret written instructions containing technical information. • Proven ability to maintain consistent attendance and demonstrate dependability. • Strong time management and organizational skills. • Ability and willingness to adhere to an office-based schedule.	
Work Environment and Physical Abilities	
Some of the below Work Environment requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations per the American Disability Act (ADA)	

This position is eligible for a hybrid telework schedule for employees who have passed their probationary period and can satisfactorily perform their essential work functions independently and remotely.

Work Environment

- Daily use of general office equipment and electronic devices.
- Multiple state facilities located on campus-like setting.
- Air conditioned, administrative office building with secured area for confidential information and public reception area for employees and visitors.

Physical Ability

- May be required to stand, walk, and bend at neck and waist, knees, and twist at the waist.
- Occasional light to medium level of lifting, up to 5-20 lbs.
- Ability to sit for long periods of time.
- Ability to carry out emergency response assignments as needed.
- Occasional travel to off-site locations for training or meetings.

Employee's Acknowledgement:

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resource). I have received a copy of the duty statement.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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 to balance the workload.

Employee Name (Print)	Employee Signature	Date

Supervisor's Statement: *I have discussed the duties of the position with the employee.*

Supervisor Name (Print)	Supervisor Signature	Date



DUTY STATEMENT
Classification: Staff Services Analyst
Working Title: Classification and Pay Analyst
Position: 314-102-5157-805

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