



Classification: Associate Personnel Analyst
 Position Number: 880-600-5142-784

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-600-XXX	Classification Title: Associate Personnel Analyst	Position Number: 880-600-5142-784
Incumbent Name: Vacant	Working Title: Associate Personnel Analyst	Effective Date: May 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Administrative Services/Human Resources		Section/Unit: Classification and Pay Unit
Supervisor's Name: Shari Hollis		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of the Staff Services Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Associate Personnel Analyst (APA) is responsible for performing a variety of complex analytical duties related to monitoring and documenting position allocation/position control changes, auditing and evaluating the State Controller's Office (SCO) Position Roster on a monthly basis, coordinating and document position and organization changes due to reorganizations. This position works closely with the staff within the Budgets Section.
The APA works within a team environment, promotes and is accountable for customer satisfaction and quality service and provides recommendations and changes that promote innovative solutions to meet customer needs, in accordance with applicable laws, rules, regulations, California Department of Human Resources (CalHR), State Personnel Board (SPB) and Water Boards policies and procedures.



Essential Functions (Including percentage of time):

40%	<p>Serve as the main point of contact for all position control related duties. Provide consultation to department staff for establishing, reclassifying, and maintaining vacant and filled positions allocated to the Water Boards. Responsible for reconciling all positions for the Water Boards by reviewing and analyzing the Periodic Position Control, Established Position Reports and the Position Roster Report with SCO's database and take corrective action. Present any discrepancies to management to maintain accuracy between the Water Boards and SCO to ensure compliance with the Department of Finance (DOF) guidelines regarding position control. Review Established Position Reports. Act as a liaison between Budgets and Transactions staff for all matters relating to 607's. Create and submit position documents to SCO and DOF. Log, track, and follow up on status with Budgets, SCO and DOF. Assign serial numbers in accordance with the Water Boards designated formatting structure. Complete payroll header changes. Maintain accurate position records. Conduct research to resolve the most complex position control related issues. Input newly established Budget Change Proposal (BCP) positions into the Water Boards electronic position control system, BizFlow, and abolish positions. Create blanket positions. Analyze and review of the annual position control process, including Schedule 8 position reconciliation. Draft and revise desk procedures for all position control desk functions. Review and analyze BizFlow information and identify system issues, help to develop test scenarios and test fixes in the BizFlow environment. Consult with the Division of Information Technology team on issues. Identify reports needed for the Water Boards. Maintain, revise, and update organizational charts. On an annual basis, evaluate, maintain and process the Payroll Header Report (PR 421). Review requests and process Payroll Header Changes (STD. 407) in accordance with the Water Boards naming convention guidelines and coordinate with Budgets as well as external liaisons including SCO to ensure payroll headers are established correctly.</p>
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<p>20%</p>	<p>Analyze and properly classify positions. Prepare written analyses and recommendations on varied and difficult personnel management matters, ensuring conformity to State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws and rules. Provide advice and assistance on allocations, identify alternatives, and make recommendations. Review and analyze requests to establish and/or reclassify positions and conduct on-site position audits to determine appropriate levels. Consult with management on all Personnel related issues and provide advice and interpretation of civil service laws, rules, and procedures. Review and approve out-of-class requests. Review and approve or deny requests for re-organizations, review existing and proposed organizational structures, duty statements and justifications and recommend appropriate revisions. Provide consultation and technical assistance to department managers, staff, and members of the public on selection issues by applying and interpreting civil service laws and rules governing the selection process. Review and analyze applicant experience and education from state applications, resumes and/or statements of qualifications against the minimum qualifications and the filing requirements on various state classifications. Review credentials and required documentation to ensure candidates possess the legal requirements for appointment. Sort, file and code incoming applications utilizing appropriate CalHR guidelines and procedures. Draft and post examination bulletins on the CalHR job web site. Work with CalHR's Exam and Cert Online System (ECOS), certify eligibility upon appointment, and ensure list maintenance for several statewide classifications and other tasks related to the certification process are completed. Verify transfer eligibility and/or reinstatement rights when assigned organizations are establishing their candidate pools for recruitment or reclassification purposes. Determine appropriate range placement according to the appropriate alternate range criteria. Perform salary determinations in accordance with established salary rules.</p>
<p>20%</p>	<p>Research and prepare comprehensive analyses of complex and sensitive personnel management issues, which may be Board-wide in scope. Develop and assist in the development of policies and procedures related to the Water Board's personnel management program. Review and update the Water Board's personnel management policies and procedures to align with changes to State personnel laws and rules. Lead special projects, position drills, correspondence and other activities to meet the needs of the program.</p>
<p>Marginal Functions (Including percentage of time):</p>	
<p>10%</p>	<p>Participate in meetings with assigned organizations. Assess the organization's compliance with personnel rules and procedures. Work cooperatively with Administrative Officers and assist in explaining or providing clarification regarding rules or procedures and answer any questions pertaining to personnel operations, and seek assistance with the more complicated rules and procedures.</p>



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5%	Responsible for administration and coordination of department specific examinations. This includes conducting testing, in person or virtually.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date



Classification: Staff Services Analyst
 Position Number: 880-600-5157-784

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RPA Number: 23-600-XXX	Classification Title: Staff Services Analyst	Position Number: 880-600-5157-784
Incumbent Name: Vacant	Working Title: Staff Services Analyst	Effective Date: May 2024
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Administrative Services/Human Resources		Section/Unit: Classification and Pay Unit/Selections
Supervisor's Name: Shari Hollis		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

<p>General Statement</p> <p>Under the direct supervision of the Staff Services Manager I (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.</p>
<p>Position Description</p> <p>The Staff Services Analyst (SSA) is responsible for assisting with performing a variety of analytical duties related to monitoring and documenting position allocation/position control changes, auditing and evaluating the State Controller's Office (SCO) Position Roster on a monthly basis, coordinating and document position and organization changes due to reorganizations. This position works closely with the staff within the Budgets Section.</p> <p>The SSA assists with promoting and is accountable for customer satisfaction and quality service and provides recommendations and changes that promote innovative solutions to meet customer needs, in accordance with applicable laws, rules, regulations, California Department of Human Resources (CalHR), State Personnel Board (SPB) and Water Boards policies and procedures.</p>



Classification: Staff Services Analyst
Position Number: 880-600-5157-784

Essential Functions (Including percentage of time):

40%	<p>Assist with serving as the main point of contact for all position control related duties. Assist with providing consultation to department staff for establishing, reclassifying, and maintaining vacant and filled positions allocated to the Water Boards. Assist with reconciling all positions for the Water Boards by reviewing and analyzing the Periodic Position Control, Established Position Reports, and the Position Roster Report with SCO's database, and take corrective action. Present any discrepancies to management to maintain accuracy between the Water Boards and SCO to ensure compliance with the Department of Finance (DOF) guidelines regarding position control. Review Established Position Reports. Act as a liaison between Budgets and Transactions staff for all matters relating to 607's; creates and submits position documents to SCO and DOF, as needed; logs, tracks and follows up on status with Budgets, SCO and DOF as needed. Assigns serial numbers in accordance with the Water Boards designated formatting structure. Assist with completing payroll header changes. Maintain accurate position records. Assist with conducting research to resolve complex position control related issues. Input newly established Budget Change Proposal (BCP) positions into the Water Boards electronic position control system, BizFlow, and abolish positions, when needed. Create blanket positions, when requested. Analyze and review of the annual position control process, including Schedule 8 position reconciliation. Draft and revise desk procedures for all position control desk functions. Review and analyze BizFlow information and identify system issues, help to develop test scenarios and test fixes in the BizFlow environment. Consult with the Division of Information Technology team on issues. Identify reports needed for the Water Boards. Assist with maintaining, revising, and updating organizational charts. On an annual basis, assist with evaluating, maintaining and processing the Payroll Header Report (PR 421). Assist with reviewing requests and processing Payroll Header Changes (STD. 407) in accordance with the Water Boards naming convention guidelines and coordinate with Budgets as well as external liaisons including SCO to ensure payroll headers are established correctly.</p>
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15%	<p>Assist with researching and preparing comprehensive analyses of sensitive personnel management issues, which may be Board-wide in scope. Develop and assist in the development of policies and procedures related to the Water Board's personnel management program. Assist with reviewing and updating Water Board's personnel management policies and procedures to align with changes to State personnel laws and rules. Assist with special projects, position drills, correspondence and other activities to meet the needs of the program.</p>
Marginal Functions (Including percentage of time):	
10%	<p>Assist with participation in meetings with assigned organizations. During these meetings, assist with assessing the organization's compliance with personnel rules and procedures. Work cooperatively with Administrative Officers and assist in explaining or providing clarification regarding rules or procedures and answer any questions pertaining to personnel operations, seeking assistance with the more complicated rules and procedures.</p>



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Employee Name	Employee Signature	Date