

DUTY STATEMENT

1. Institution/Division/Office: CALPIA/ Admin/ HR/Talent & Recruitment Solutions		2. Unit/Industry/Enterprise: Talent Acquisition and Outreach	
3. Classification Title: Associate Governmental Program Analyst		4. Proposed Incumbent (if known): Vacant (LT)	
5. Current Position Number (Agency-Unit-Class-Serial): 063-043-5393-812		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the SSMI, the Talent Acquisition and Outreach (TAO) Data Analyst assists in independently developing analysis tools and reports to assess California Prison Industry Authorities (CALPIA) recruitment strategies and staffing and attrition rates. The analyst will gather data from CalHR's ECOS system, surveys and currently used CALPIA databases/platforms (i.e., Salesforce, PowerBI, or other) to analyze risks and gaps and make recommendations. This position will require occasional statewide travel to assist in training and attend recruitment events.			
8. Work Schedule: Monday - Friday: core business hours between 8am-5pm; hybrid telework may be available			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
		ESSENTIAL FUNCTIONS	
35%	Independently develops and implements data collection tools to provide analysis and measure return on investment of recruitment efforts, identify success of various recruitment strategies, and the impact that wages, location and social demographics may have on efforts throughout the state. Develop and manage applicant tracking tools and surveys to aide in identifying staff engagement and satisfaction; ways the department can improve or assist in career advancement to improve retention. Review reporting tools to identify separation and retirement risks specific to CALPIA, providing regular updates to management. Collaborate with Management Information System (IT) team to identify ways available software can be used, enhance or be modified to create useful data driven staffing reports. Review data and analysis of staffing reports for large-scale CALPIA projects and initiatives and present to management.		
20%	Acts as HR's Subject Matter Expert (SME) in data gathering and presentation, assisting other units with-in HR in the gathering and presentation of data. Leads in the development of surveys utilizing CALPIA's approved survey platforms (i.e., Survey Monkey, Microsoft survey, etc.) to help managers gather information related to employee engagement, staff needs and suggestions, on-boarding and exit surveys, etc. Prepare survey findings in various presentation formats to present to management. Utilize State Controller's Office MIRS reports to prepare employment data related to CALPIA attrition risks and assist CALPIA Workforce and Succession analyst with data preparation necessary for Workforce and Succession Planning report submission.		
15%	Works collaboratively with field analysts to develop audit tools and identity metrics to assess current and pilot programs, and strategies implemented to address recruitment needs. When classification pilot programs are implemented, independently identifies key metrics that are vital to assess the program, collect data identified, track key data, and proved status reports at identified intervals to management. Perform classification cost analysis for HR managers to aide in the assessment of classification proposals. Provide CALPIA's Recruitment Analysts statewide recruitment and applicant data to demonstrate where risks gaps maybe in current efforts. Make recommendations to management based on data analysis.		
15%	Responsible for gathering all hiring documents from hiring units statewide. Reviews each package, save with consistent naming convention and archive in CALPIA confidential electronic files. The State Personnel Board's (SPB) Materials Request Form (MRF) audit tool will be utilized to ensure each package has all required documents. While gathering hiring packages, review interview questions, interview scoring matrix and other documents to ensure best practices are demonstrated (i.e., questions are appropriate, panel members are identified, appropriate and consistent, etc.) based on CalHR's best hiring practices, Government Code, California Code of Regulations and CALPIA's hiring polices and procedures. Gathers necessary documents for response to SPB compliance audits or Merit Issue Complaints.		
10%	Provides a high level of support in job fairs and recruitment events, which may include occasional statewide travel. Participate in and provide cross-training with C&R and TAO analysts for a broad understanding of all aspects in the state civil service hiring process, to provide seamless coverage during absences and to act as a SME for hiring managers, public and for training purposes.		
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