

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Staff Services Analyst
WORKING TITLE: Personnel Liaison

STATEMENT OF DUTIES: Under the supervision of the Staff Services Manager I of the Personnel and Administrative Unit, the Staff Services Analyst (SSA) assists with analytical and consultative support in the area of personnel management for approximately 700 positions and employees in the Public Rights Division (PRD) (Division). The SSA acts as a Personnel Liaison between the PRD and the Office of Human Resources (OHR) and ensures Division compliance with the California Department of Human Resources' (CalHR) and the Division of Operations' (OPS) various regulations and policies, and frequently works with sensitive or confidential personnel information. Duties include but are not limited to, gathering, analyzing, maintaining Division information, and making recommendations regarding personnel management-related activities such as hiring, classification, pay, civil service testing, position and vacancy tracking, and position funding. The SSA prepares mandatory tracking reports and data for management review and decision-making purposes and provides alternative solutions. The SSA acts as a customer service liaison to various levels of departmental staff, including legal professionals within the Division and members of OPS and OHR. Serves as a trainer and/or back-up to other staff in the unit.

SUPERVISION RECEIVED: Under the supervision of the Staff Services Manager I, PRD, Executive Unit. May receive general direction from the Legal Division Manager (LDM) on various tasks and assignments.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day. Ability to lift, carry, or move up to 25 pounds. Some travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% Assists with analytical and consultative support to Division and bureau management and staff related to hiring and human resources matters. Interprets and explains civil service statutes, regulations, and policies while ensuring compliance with CalHR and OHR regulations and policies. Works with hiring managers and other analysts within the unit to prepare and edit job control information associated with PRD employment opportunities statewide. Enters and manages job controls using the Examination and Certification Online System (ECOS). Collects and uploads hard copy and electronic

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application packages into ECOS, and accurately tracks applications for various positions using Excel or other databases. Redacts sensitive and confidential information from applications or other hiring documents in compliance with statewide Equal Employment Opportunity policies and regulations.

As part of the hiring process, reviews non-attorney applications to ensure initial eligibility and/or minimum qualifications are met prior to formal evaluation from the OHR. In consultation with the lead Personnel Liaison, advises hiring supervisors of potential concerns. Works with management and various OHR staff to ensure compliance with statewide and departmental hiring procedures and policies. Researches, analyzes, and makes recommendations to management and OPS on personnel related issues including, but not limited to, alternative solutions on classification levels, advertising practices, organizational placement of positions, position control, transfers between classifications, training and development assignments, out-of-class assignments, promotions, and separations.

40% Prepares critical hiring documents associated with a variety of personnel transactions, including, but not limited to, budget approval requests, duty statements, and Requests for Personnel Actions (RPA). Assists with accurate acquisition and evaluation of subsequent employment information pertaining to salary determinations, certification list eligibility, transfer eligibility, verification of minimum qualifications, and other documentation as needed. Enters critical hiring and appointment information and/or RPA documentation into Workday; may consult with a lead. Accurately tracks and processes position allocation transactions and assists with the preparation of allocation documentation such as duty statements and position justifications, consistent with job classification specifications, for OHR review. Researches classification specifications and comparable allocations throughout the Department to ensure program requests are supported.

15% Assists the lead analyst and PRD management with the Division's Work Study Program for unpaid volunteer interns and students, which includes onboarding responsibilities such as fingerprint requests, equipment, new hire packets, and tracking employees and information. Collaborates with other analysts or units to initiate and complete various aspects of appointments, including office space requests, IT or procurement functions, and processing of separations.

Maintains detailed Division organizational chart configurations. Maintains and accurately prepares the Division phone roster, FileMaker Pro updates, and SharePoint information. Serves as a Custodian of Records for fingerprint clearance/rejection reports on potential new hires; advises the Division Chief on findings related to Records of Arrest and Prosecutions. Train other analysts on personnel duties and responsibilities.

5% Provides administrative assistance, including acting as a back-up to other staff in the Executive Unit in times of absence or as needed.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Name
Employee's Signature Date

Name
Supervisor's Signature Date