

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Personnel Analyst

POSITION NUMBER:

800-691-5142-755

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Personnel Bureau/Examination Unit

SUPERVISOR'S NAME:

Melanie D'Cunha

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

N/A

Total number of positions for which this position is responsible: 0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

N/A

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager (SSM) I, Examination Unit, the Associate Personnel Analyst (APA) performs the more complex, analytical, technical and sensitive personnel, staff and support work, and may serve as a lead person over less experienced examination and clerical support staff.

A. RESPONSIBILITIES OF POSITION:**Essential:**

45% Independently administers departmental, open, and promotional examinations. Conducts analyses of previous examination processes to determine necessary revisions prior to testing, utilizing examination material and forms, such as prior examinations and panel documents. Interprets and applies the laws, rules, regulations, policies and procedures pertaining to selection issues. Utilizes the California Department of Human Resources' (CalHR) Exam and Certification Online System (ECOS) to process all phases of examinations. Prepares, posts and maintains examination bulletins as required by rules, regulations, policies and procedures. Conducts research and analysis of Minimum Qualifications for eligibility of applicants and sends appropriate notices. Schedules written and oral examinations, assesses, scores and enters examination information into the ECOS system to create and maintain eligible lists and examination records. Maintains electronic, in-house records. Maintains history files as required by the State Personnel Board (SPB), CalHR and the Department. Maintains the confidentiality and security of all examination records and materials.

35% Independently conducts job analyses according to the rules, regulations and guidelines set forth by CalHR and SPB. Acts as a consultant to Subject Matter Experts (SMEs) in the job analysis process and in the design and construction of civil service examinations, providing direction to identify the critical tasks and essential functions to ensure job-related questions and rating criteria are valid. Researches and evaluates examination history in preparation of Job Analysis Reports and examination development. Develops appropriate examinations according to the Department's examination calendar and plan including supplemental, self-assessment, Qualification Appraisal Panel (QAP), written, training and experience evaluation, and education and experience examinations. Develops valid rating and/or scoring criteria appropriate for each examination type. Conducts and leads examination development work sessions with SMEs. Analyzes and edits examination documents and materials for content, structure and job-related knowledge, skills and abilities. Evaluates the effectiveness of examinations based on assessments by panel members, SMEs, Exam Unit staff, item analysis, spreadsheets, management, and makes recommendations on future examinations. Takes action to implement recommended changes where appropriate. Works to resolve more complex selection issues which include using ECOS. Manages list abolishment of active eligible lists.

15% Works independently to develop and deliver a variety of presentations, trainings and/or other communications related to the selection process, policies and procedures for both large and small audiences; may participate in special recruiting/executive searches as requested by assigned program areas and/or senior Human Resource Services Branch management team. Researches, develops, implements and maintains automated systems to enhance DSS selection processes. Acts as a representative of the Exam Unit during meetings, trainings, division-wide projects and/or enterprise-wide projects. Attends training to broaden skill and knowledge of recruitment, selection, and interview techniques. Assists in the development of the examination plan. Proctors or acts as a Chairperson for examinations as needed. Develops examination policy and procedures related to examinations functions.

Marginal:

5% Completes more complex special assignments/projects as needed. Prepares required documents for audits. Assists with Recruitment outreach efforts.

B. SUPERVISION RECEIVED:

The Associate Personnel Analyst reports directly to and receives general direction from the Staff Services Manager I, Examinations Unit. They may also receive direction from the Examinations and Recruitment & Outreach Section Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

N/A

D. PERSONAL CONTACTS:

The incumbent has contact with a wide variety of departmental, Health and Human Services Agency, CalHR staff and personnel staff of other state departments. The incumbent has contact with members of the general public who inquire about vacant positions and examinations being administered in the Department.

E. ACTIONS AND CONSEQUENCES:

The incumbent makes decisions regarding the administration of applicant eligibility and eligible list. These decisions affect the timeliness and accuracy of the hires within the Department and affect the candidate's ability to obtain a lawful job. If performed incorrectly, the Department is at risk for unlawful appointments, losing CalHR delegation authority, and possible legal actions.

F. OTHER INFORMATION:

The incumbent must have excellent interpersonal and communication skills, strong customer service skills, strong written and verbal skills, have the ability to write, produce memorandums and present information clearly, concisely and timely. The incumbent must be able to appropriately handle multiple priorities.

Some travel may be required to field offices to administer on-site examinations, attend trainings/meetings, and recruitment outreach events.

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Melanie D'Cunha

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CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager (SSM) I Examination Unit, the Staff Services Analyst (SSA) performs the less complex, analytical, technical and sensitive personnel, staff and support work, and performs the following specific duties from entry level through journey level.

A. RESPONSIBILITIES OF POSITION:

Essential:

45% With supervision, administers departmental, open, and promotional examinations. Conducts analyses of previous examination processes to determine necessary revisions prior to testing, utilizing examination material and forms, such as prior examinations and panel documents. Interprets and applies the laws, rules, regulations, policies and procedures pertaining to selection issues. Utilizes the California Department of Human Resources' (CalHR) Exam and Certification Online System (ECOS) to process all phases of examinations. Prepares, posts and maintains examination bulletins as required by rules, regulations, policies and procedures. Conducts research and analysis of Minimum Qualifications for eligibility of applicants and sends appropriate notices. Schedules written and oral examinations, assesses, scores and enters examination information into the ECOS system to create and maintain eligible lists and examination records. Maintains electronic, in-house records. Maintains history files as required by the State Personnel Board (SPB), CalHR and the Department. Maintains the confidentiality and security of all examination records and materials.

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15% Develops and delivers a variety of presentations, trainings and/or other communications related to the selection process, policies and procedures for both large and small audiences; may participate in special recruiting/executive searches as requested by assigned program areas and/or senior Human Resource Services Branch management team. Researches, develops, implements and maintains automated systems to enhance the Department's selection processes. Acts as a representative of the Exam Unit during meetings, trainings, division-wide projects and/or enterprise-wide projects. Attends training to broaden skill and knowledge of recruitment, selection, and interview techniques. Assists in the development of the examination plan. Proctors or acts as a Chair for examinations as needed. Develops examination policy and procedures related to examinations functions.

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