

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Associate Personnel Analyst

POSITION NUMBER:

800-693-5142-910

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

Admin / Human Resource Services

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

Payroll and Benefits Section / Payroll and Benefits Unit

SUPERVISOR'S NAME:

Jewell Stewart

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.

Total number of positions for which this position is responsible:

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

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, managers, and supervisors to select, hire, develop, and maintain the best professional workforce in State Service.

CONCEPT OF POSITION:

The Associate Personnel Analyst (APA) is responsible for providing technical guidance, assistance, and support to the Payroll and Benefits Section, under the direction of the Staff Services Manager I, Payroll and Benefits Unit. The APA is primarily responsible for assisting the Payroll and Benefits Unit with complex payroll and benefits assignments. This involves handling complex payroll and benefits matters and responding to managers on payroll issues that require discretion and confidentiality. The role requires a high level of initiative, autonomy, and independence.

A. RESPONSIBILITIES OF POSITION:

30% Analyze, evaluate, update, and disseminate policies and procedures related to disability, payroll, and benefits. Provide clarification on control agency directives to lower-level staff. Make recommendations to management of necessary changes to Department procedures to implement mandated changes. Ensure lower-level staff know and understand changes and their impact on procedures. Take initiative to research, analyze, plan, recommend, and implement solutions. Develop, update, and maintain desk manuals, guidelines, internal methods, processes, forms, HRMLs, and job aids to assist Payroll staff. Conduct special studies by reviewing and analyzing payroll workload to ensure performed tasks are accurately processed. Prepare recommendations to streamline processes to achieve efficiency. Propose recommendations to management for review and approval.

25% Complete special project assignments as assigned by the Payroll SSM I, SSM II, SSM III, HR Branch Chief, and Executive Office management. Prepare special request reports and correspondence as needed. Attend and prepare for various internal and external personnel-related meetings. Independently analyze and perform the most complex personnel and payroll transactions. Apply and interpret CalHR Policies, Bargaining Unit Contracts, Benefits Administration Manual, SCO Personnel Action Manual, Payroll Procedures Manual, California Leave Accounting System (CLAS) Manual, SCO Payroll, Personnel, Leave Accounting Letters, and CalPERS Circular Letters to all personnel and payroll transactions. Develop, process, and track required criteria for each classification receiving a pay differential. Ensure that all changes to employees' pay differential eligibility are accurately and timely processed. Work with the Disaster Services Bureau to process payment for VEST travel and overtime. Review timesheets for compliance with Pay Differential #421 – Emergency Response and Recovery and Pay Differential #62 – Arduous Pay for FLSA Exempt Employees. Independently serve as a Payroll and Benefits subject-matter expert and may act as a lead in complex and special payroll-related projects.

20% Provide technical expertise and serve as the lead for the State Controller's Office monthly Leave Benefit Electronic monthly incoming and outgoing interface files. Work directly with the Information Services Division to develop the monthly outgoing leave benefit file that includes leave benefit usage for approximately 6,000 employees and independently uploads the file via FTP to SCO. Download the monthly incoming Leave Benefit file via FTP from SCO and interface the file with the Employee Service Center portal to integrate employees' leave balances with the automated timekeeping database. Analyze and review the monthly leave benefit error report, research discrepancies, and take the appropriate action to make corrections in the Leave Accounting System due to data entry errors, data changes, leave adjustments or system audit clean-up. Maintain understanding of related rules, regulations, Departmental policies and procedures, and Bargaining Unit Memorandums of Understanding related to leave accounting functions to provide training, technical assistance, and ensure compliance.

20% The analyst will act with a high degree of independence in providing a wide range of administrative and analytical support. Answer general and technical questions from PBS staff and aid with vacant and backlogged work as needed. This involves transacting all facets of Personnel Specialist work, including, but not limited to, Personnel Action Request (PAR) documentation, updating employment history, processing timesheets, keying and releasing pay, keying appointment and separation documents, creating Official Personnel Files (OPFs), processing health and dental forms, and leave balance reconciliation.

5% Other duties as required.

B. SUPERVISION RECEIVED:

The APA is directly supervised by the Staff Services Manager I, Payroll and Benefits Unit, and receives assignments and direction from the Branch/Section Chiefs as needed.

C. ADMINISTRATIVE RESPONSIBILITY:

NONE

D. PERSONAL CONTACTS:

The APA will have daily contact with all levels of Departmental employees as well as representatives from other State agencies and the public. Contact with the public is primarily by telephone contact.

E. ACTIONS AND CONSEQUENCES:

The APA exercises judgment in making critical decisions affecting personnel needs for Payroll and the Disability Management Bureau. Poor judgment, inadequate research, or failure to analyze a situation thoroughly could result in costly and less than optimal performance to the program or person being served, as well as a loss of credibility to the Department. This position has access to confidential, personal, and sensitive information and the incumbent is expected to always maintain the privacy and confidentiality of such information. Ability to collaborate and work well with co-workers and clients, provide clear and concise communication, have patience when dealing with upset and/or frustrated clients, track and meet multiple deadlines, and interpret and adhere to guidelines and directions received. Failure to maintain confidentiality could adversely affect the HRSB, Division, or Department.

F. OTHER INFORMATION:

Incumbent must demonstrate the ability to act independently, be open-minded, flexible, and tactful; possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; and be responsive to the department's management needs. The incumbent must identify and respond to current and future management and staff needs and provide excellent customer service. In addition, the incumbent should have experience working with changing priorities and have the ability to research, interpret, and apply laws, rules, practices, and principles governing the state's personnel management practices. The incumbent must possess a strong aptitude for working with and solving personnel-related issues and possess knowledge of Microsoft and web-based applications. Ability to handle multiple assignments, meet critical deadlines, and communicate effectively, both orally and in writing, is a requirement for this position.