

POSITION DUTY STATEMENT

DFPI-HR0 203 (Rev. 08-25)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE Associate Governmental Program Analyst	POSITION NUMBER 410-111-5393-XXX
WORKING TITLE Leave Program & Timekeeping Coordinator	DIVISION/OFFICE/UNIT/SECTION Division of Administration/Human Resources Office/Personnel Management and Training Section/Transactions Unit
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under general direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for providing technical expertise, training, guidance, assistance, and support to Department of Financial Protection and Innovation (DFPI) employees, supervisors, and managers. The incumbent serves as the subject matter expert for a full range of personnel and payroll transactions related to a variety of leave programs. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

25% (E) Leave Program Eligibility Determination

Independently analyzes and determines employee's eligibility for current and retroactive paid benefit programs, such as Industrial Disability Leave (IDL), Temporary Disability (TD), Non-Industrial Disability Insurance (NDI), Non-Industrial Family Care Leave (NDI-FCL), State Disability Insurance (SDI), Paid Family Leave (PFL), Emergency Paid Sick Leave (EPSLA), Emergency Family Medical Leave Act (EFMLA) and Supplemental Paid Sick Leave (SPSL), and provides employee all required documents to apply for the programs. Serves as a Subject Matter Expert (SME) regarding supplementation and continuation of benefits under these programs. Updates employment history in the State Controller's Office (SCO) System and Salesforce to reflect NDI/NDI-FCL/SDI. Audits employee timesheets each month to ensure the correct amount of approved NDI/NDI-FCL/SDI/EPSLA/E-FMLA/SPSL hours and supplementation are reported correctly. Completes and processes Industrial/Non-Industrial Disability Pay Request (STD.674D) forms to issue disability pay, supplementation and transfer of funds for employees on NDI/NDI-FCL/SDI/EPSLA/E-FMLA/SPSL. Processes Payroll Adjustment Notice (STD. 674) Accounts Receivables monthly to continue benefits as applicable, which includes notifying the employee, tracking notification and collection of the accounts receivable.

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25% (E) FMLA/CFRA Eligibility

Reviews, determines, and audits eligibility for all Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) requests from DFPI employees. This includes processing the FMLA Checklist, providing employees with provisional notice along with the Certification of Health Care Provider if applicable, and FMLA/CFRA informational packet or non-eligible notice. Reviews and audits to ensure compliance with FMLA regulations for employees on FMLA and E-FMLA. Interacts with employees and DIR staff regarding FMLA/CFRA inquiries. Tracks employees continued eligibility of FMLA/CFRA between two calendar years. Tracks and audits timesheets against California Leave Accounting System (CLAS) to ensure accuracy of hours reported for FMLA/CFRA and processes amendments, as necessary. Notifies employees when they have exhausted their FMLA/CFRA hours. Provides and processes recertification documents as employee becomes eligible.

20% (E) Position Control (PC) Reports

Manages TEMPO Timekeeping inbox by responding to submitted inquiries about timekeeping issues. Generates reports that include information throughout the TEMPO Timekeeping software. Maintains the department's listing and organization's structure, supervisors/direct report relationships, and employee data. Extracts TEMPO timekeeping overtime and positive pay data to upload to the State Controllers database for monthly payments. Provides daily assistance to staff in troubleshooting TEMPO timekeeping related issues and resolves any discrepancies.

15% (E) Position Control Support

Reviews all Budget Change Proposals (BCP) letters to establish positions accordingly. Notifies programs of new positions once established and ensures Change in Established Position (STD. 607) forms are processed appropriately. Develops and revises PC procedures as needed to ensure efficiency. Reconciles annual organizational charts and coordinates with programs to resolve discrepancies. Provides consultation and direction to program liaisons regarding the management of their positions. Prepares Payroll Header Change (STD. 407) forms, and Payroll Header Reports (PR 421); reconciles SCO position reports.

10% (E) SCO 607s

Processes, monitors and ensures 607s are submitted to the appropriate agency, SCO or Department of Finance. Follows up and works with SCO to ensure all 607s are processed correctly and in a timely manner. Updates the Position Control Database (PCD) with the appropriate information upon notification that 607s are processed.

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5% (E) Special Projects

Serves as the backup for the Management Information Retrieval System (MIRS) by generating requested reports. Develops and maintains MIRS reports on employment history, 25-year/retirement, payment history, employer sponsored deductions, leave accounting, and position inventory. Creates MIRS reports to identify and audit team member eligibility for alternate range changes, direct deposit, limited-term appointment expirations, Retired Annuitant hour limitation, CEA bonuses/awards, and other various reports requested by leadership. Utilizes the MIRS Common Library for pre-written reports or utilizes the system to write and create ad hoc reports, specific to the request being made. Translates data from MIRS into Excel to display the data in spreadsheets, enabling the use of sorting and search filters. Uses various methods to validate data and perform data reconciliations to identify data anomalies and check for data accuracy.

B. Supervision Received

The Associate Governmental Program Analyst reports directly to and receives the majority of assignments from the Transactions Manager (SSM I Supervisory) and the Personnel Management and Training Manager (SSM II Supervisory); however, direction and assignments may also come from the Chief of Human Resources (SSM III).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The Associate Governmental Program Analyst has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies and the public.

F. Actions and Consequences

The actions of the incumbent have a direct bearing on success, integrity, and legality of the Department's Human Resources Office.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.

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- Using a multi-line telephone console or a cordless telephone with headset.
- Utilizing MS Teams to connect with HRO and DFPI staff during remote work.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e. driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

H. Other Information

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and use business and government standard software/computer, office equipment and specified essential computer resources.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification