

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFITS SERVICES UNIT**

NAME: Vacant

CLASSIFICATION: Associate Governmental Program Analyst (AGPA)

STATEMENT OF DUTIES: Under direction of the Staff Services Manager (SSM) I, the AGPA independently performs the complex and varied analytical and technical transaction duties within the Payroll and Benefits Services Unit (PBS). The AGPA will review various control agency letters, develop and implement staff procedures, serve as an expert staff resource responsible for consultation in the most sensitive and complex human resources areas, and function as a trainer for PBS. The AGPA will provide refresher-training classes pertaining to personnel, payroll, benefits, leave accounting, timekeeping and other Office of Human Resources (OHR) related subjects for internal and external staff. The AGPA will also complete special projects determined by the SSM I and assist with managing workload associated with vacant rosters, complex technical issues, auditing, and backlogged work. Successful performance of these duties requires the AGPA to develop and maintain good working relationships with internal and external departmental staff as well as control agency personnel.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I, PBS.

SUPERVISION EXERCISED: Serves as a lead in PBS. Provides guidance, training, and direction to Personnel Specialists.

TYPICAL PHYSICAL DEMANDS: Sedentary in nature, personal computer is utilized on a daily basis to perform and/or complete tasks such as creating spreadsheets or presentations, initiating or responding to email, utilizing various software programs. Ability to occasionally lift/move objects (e.g. file boxes) up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS:

40% Provides one-on-one training and mentoring to Personnel Specialists, designated as trainees, on a daily basis. Training includes, but is not limited to, reviewing and explaining the various documents and resources utilized in daily payroll transactions work such as manuals, forms, control agency resources, SCO Legacy systems and Workday, department administrative policies, Bargaining Unit contracts, and department procedures and protocols. Makes recommendations to the SSM I for the establishment of goals, objectives, and expectations for employees undergoing training. Reviews trainee's

Duty Statement – Associate Governmental Program Analyst

work for accuracy, provides feedback regarding errors, and follows-up with trainees to ensure corrections are made. Documents trainee progress on departmental training matrix. Provides feedback on Personnel Specialists' work, which includes discussing errors and assisting with corrections, as well as recommending additional training if necessary. Reviews training concepts with new Personnel Specialists to ensure understanding and ease of implementation.

Collaborates and consults with SSM I on a continuous basis to provide updates on each trainee's progress and receive direction regarding training objectives. Provides verbal and written information for performance reports and other documents to the SSM I, as needed. Attends meetings including the SSM I and Personnel Specialists to discuss performance issues, if necessary.

- 30%** Develops and maintains training materials, including job aids, standard operating procedures, and assessment tools, for trainees and current staff pertaining to personnel, payroll, benefits, leave accounting, new policy, procedures and other OHR related subjects. Develops and maintains materials, including job aids and assessment tools, and provides training for external program contacts. Develops goals and objectives for each training facet. Provides fundamental and refresher training in a classroom setting or one-on-one training on an on-going basis.

Conducts detailed analysis of reports to support PBS operations and provide effective solutions. Serves as a transactions subject matter expert and may act as a lead in complex special projects of human resource-related areas, including but not limited to Workday, military leave, control agency policy changes, bargaining unit provisions, laws, rules, policies, and procedures. Conducts research on prior and current processes and evaluates how current processes may be affected, which may result in policy and/or procedure updates. Follows project objectives, documents tasks and timelines, facilitates group sessions, implements updates/changes, and reports project status in various update meetings. Represents the OHR, both orally and in writing, in customer outreach as well as policy and other related transaction information. Prepares on-line subject files for OHR staff utilization. Collects and develops information to be posted, maintained, and updated on the Department of Justice Intranet site.

- 15%** Independently conducts research, leads teams in development of procedures, meets with other departmental staff, and reviews, edits, and makes recommendations to proposed SOP changes prepared by other staff. Works on special projects including, but not limited to, drafting memos and letters on behalf of human resources management and conducting research. Completes and updates Signature Authorization Personnel/Payroll Documents to obtain signature authority at the California State Controller's Office (SCO) for new Personnel Specialists. Updates monthly listing to rescind access and signature authority at SCO. Evaluates training needs and handles training logistics like planning and scheduling control agency training classes for PBS staff.
- 10%** Provides assistance with vacant and backlogged work, which may entail transacting all

Duty Statement – Associate Governmental Program Analyst

facets of Personnel Specialist work including, but not limited to: Personnel Action Request documentation, updating employment history, keying and releasing pay, keying appointment and separation documents, creating Official Personnel Files, and leave balance reconciliation.

- 5%** Assists SSM Is in PBS with recruitment and evaluation of newly hired employees. May attend department meetings on behalf of the PBS Manager.

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.

Employee's Signature

Date

Supervisor's Signature

Date

(Revised 11/2025)

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OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFITS SERVICES UNIT**

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