

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5142-717
Classification: Associate Personnel Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Performance Management Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management and Development Branch/Performance Management and Training Section/Performance and Training Compliance Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting managers and supervisors in the appropriate and timely application of the progressive discipline process, and addressing concerns related to performance and conduct in the workplace. The Human Resource Division (HRD) partners with CDPH programs and management to provide guidance and consultative services on human resource matters that are necessary for the Department to carry out its mission to deliver quality public health services. The mission of HRD is to support CDPH in attracting, hiring, and retaining quality employees.

Confidential - Low

The Associate Personnel Analyst (APA) independently provides guidance and information regarding all aspects of employee concerns related to performance and conduct in the workplace. This includes, but is not limited to, assistance regarding best practices in avoiding and resolving employee concerns, issuance of counseling memoranda, probation reports, and annual performance appraisals, as well as formal actions such as adverse action, rejections during probation, Absent without Leave (AWOL) separations, medical actions, and other employment action. In addition, the APA also collaborates with the Training and Recruitment Units in the development and delivery of trainings on performance management topics.

The APA classification is distinguished from the Staff Services Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification is expected to perform the more responsible, varied and complex technical work without detailed supervision or review; makes decisions and provides advice and assistance on varied and difficult personnel management problems; and act as a lead person for lower-level staff.

The incumbent works under the direction of the Staff Services Manager I, Chief of the Performance Management Unit (PMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Independently serves as an expert consultant and advisor to management regarding employee discipline and conduct, enforcement of labor agreements, employment laws and rules, and Departmental policies. Provides consultation on appropriate personnel management methodologies available for managing employees within the three-phased system of discipline and coaches' supervisors on appropriate implementation of such methods throughout the discipline process. Consults with supervisors and managers to discuss and provide recommendations related to the more complex employee discipline concerns. Consults with the Labor Relations Office and/or the Disability Management Unit in providing consultation to management on contract provisions, reasonable accommodation issues, and workers' compensation concerns.
- 30% Reviews, evaluates, and provides guidance to program management regarding the more complex draft personnel actions, which include counseling memoranda, expectations memoranda, rejections during probation and formal adverse action. In a consultative role to program management, makes and/or recommends content revisions. Conducts analysis and provides recommendations on appropriate level of formal adverse action; consults and

partners with Departmental Attorneys in the finalization of rejections during probation and adverse actions and ensures appropriate processing and service. Serves as the personnel representative at Skelly Hearings. May represent the Department at Pre-Hearing Settlement Conferences.

- 20% Serves as a lead and assists lower-level Analysts. Independently reviews, evaluates, and provides guidance to program management regarding non-punitive actions such as medical transfers, medical dismissals, employer-initiated disability retirement, and dismissals for failure to meet the requirements for continuing employment. As an expert consultant, incumbent meets with program managers and supervisors to discuss and provide recommendations. Consults and partners with Departmental Attorneys in the decision and finalization of non-punitive actions. Serves as the personnel representative at Skelly and other related appeal hearings.
- 10% Consults with program management related to employee attendance concerns and absent without approved leave (AWOL) issues. Consults with program supervisors and managers to provide expert guidance and recommendations related to employee attendance. Assembles chronology of events, drafts Notice of AWOL Separation, recommends and consults with Human Resources Division (HRD) management on the need for AWOL Separation, and ensures service of Notice of AWOL Separation. Serves as the personnel representative at Coleman Hearings.
- 5% Independently enters data into the CDPH centralized employee discipline database in order to accurately track consultations with supervisors and managers, counseling memos, adverse actions, and hearing activities.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 02/10/25

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5157-717
Classification: Staff Services Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: Performance Management Analyst	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division (HRD)	Branch/Section/Unit: Strategic Talent Management and Development Branch/Performance Management and Training Section/Performance and Training Compliance Management Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

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Competencies

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Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting managers and supervisors in the appropriate and timely application of the progressive discipline process, and addressing concerns related to performance and conduct in the workplace. The Human Resources Division (HRD) partners with CDPH programs and management to provide guidance and consultative services on human resource matters that are necessary for the Department to carry out its mission to deliver quality public health services. The mission of HRD is to support CDPH in attracting, hiring, and retaining quality employees.

The Staff Services Analyst (SSA) provides guidance and information regarding all aspects of employee concerns related to performance and conduct in the workplace. This includes, but is not limited to, assistance regarding best practices in avoiding and resolving employee concerns, issuance of counseling memoranda, probation reports, and annual performance appraisals, as well as formal actions such as adverse action, rejections during probation, Absent without Leave (AWOL) separations, medical actions, and other employment action. In addition, the SSA also collaborates with the Training and Recruitment Units in the development and delivery of trainings on performance management topics.

The SSA classification is distinguished from the Associate Personnel Analyst classification by the scope of responsibility, complexity of work performed, independence of action, decision-making, and level of supervision received. This classification consists of three alternate ranges and as the SSA advances within the classification ranges, their responsibilities are expected to show broader knowledge of the work environment, and organizational and/or departmental requirements while the scope of work increases.

The incumbent works under the supervision of the Staff Services Manager I, Chief of the Performance Management Unit (PMU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Serves as a technical consultant and advisor to management regarding employee discipline and conduct, enforcement of labor agreements, employment laws and rules, and Departmental policies. Under supervision, provides consultation on appropriate personnel management methodologies available for managing employees within the three-phased system of discipline and coaches' supervisors on appropriate implementation of such methods throughout the discipline process. Consults with supervisors and managers to discuss and provide recommendations related to employee discipline concerns of average difficulty and complexity. Consults with the Labor Relations Office and/or the Disability Management Unit in providing consultation to management on contract provisions, reasonable accommodation issues, and workers' compensation concerns.
- 30% Reviews, evaluates, and provides guidance to program management regarding draft personnel actions, which include counseling memoranda, expectations memoranda, rejections during probation and formal adverse action. In a consultative role to program management, makes and/or recommends content revisions. Conducts analysis and provides recommendations on appropriate level of formal adverse action; consults and partners with Departmental Attorneys

in the finalization of rejections during probation and adverse actions and ensures appropriate processing and service. Serves as the personnel representative at Skelly Hearings. May represent the Department at Pre-Hearing Settlement Conferences. Typically, a new Analyst will be accompanied by a “lead” Analyst until he/she demonstrates technical proficiency and competency in personnel methodologies and approaches as it relates to legal or administrative hearings and proceedings.

- 20% Under supervision, the SSA reviews, evaluates, and provides guidance to program management regarding non-punitive actions such as medical transfers, medical dismissals, employer-initiated disability retirement, and dismissals for failure to meet the requirements for continuing employment. As a consultant, the incumbent meets with program managers and supervisors to discuss and provide recommendations. Consults and partners with Departmental Attorneys in the decision and finalization of non-punitive actions. Serves as the personnel representative at Skelly and other related appeal hearings.
- 10% Consults with program management related to employee attendance concerns and absent without approved leave (AWOL) issues. Consults with program supervisors and managers to provide expert guidance and recommendations related to employee attendance. Assembles chronology of events, drafts Notice of AWOL Separation, recommends and consults with Human Resources Division (HRD) management on the need for AWOL Separation, and ensures service of Notice of AWOL Separation. Serves as the personnel representative at Coleman Hearings. Typically, a new analyst will be accompanied by a “lead” analyst until they demonstrate technical proficiency and competency in personnel methodologies and approaches as it relates to legal or administrative hearings and proceedings.
- 5% Enters data into the CDPH centralized employee discipline database in order to accurately track consultations with supervisors and managers, counseling memos, adverse actions, and hearing activities.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 02/10/25