

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources		EFFECTIVE DATE
BRANCH/SECTION Classification & Hiring Unit (C&H)		CLASS TITLE Staff Services Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-5157-XXX
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under supervision of the Classification and Hiring Supervisor (Staff Services Manager I), the Staff Services Analyst (SSA) performs the a broad range of varied and analytical assignments relative to classification, salary, and appointments. The SSA will take actions in support of various aspects of C&H and in accordance with appropriate laws, regulations, and policies, and provides consultation, guidance and recommendations.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
40%	ESSENTIAL FUNCTIONS: Under supervision as the entry level analyst in C&H, serve as point of contact for division liaisons and program managers in the hiring and selection process to ensure compliance with hiring and selection practices, in accordance with laws, regulations, policies and procedures to meet the merit-based principle. Receive, review, and process Request for Personnel Action (RPA) packages associated with various personnel/position requests to evaluate and analyze for conformity with regulations, classification and pay standards or good personnel practice in relation to ensuring lawful appointments and personnel changes. RPA package review and determinations include but are not limited to appropriate allocated duty statements and organizational structure; exceptional allocation packages; alternate range placement; justification memoranda; selection and hiring documents; verification of list, transfer, reinstatement, Temporary Authorization Utilization (TAU) and Training and Development (T&D) eligibility, Retired Annuitants Exemptions, and Out-of-Class Assignments. Remain knowledgeable of assigned roster to provide alternatives and recommendations to meet program needs, adhering to the classification plan, departmental standards and practices.	
25%	Under supervision, assist in interpreting and providing feedback on newly established or updated civil service laws, rules, regulations, personnel policies and procedures, to address deficiencies and process improvements and impact to department practices, procedures and policies. Assist and maintain varied classification tools and resources, such as RPA tracking logs, C&H folders, templates, processes, procedures, job aids, to ensure compliance with personnel policies, regulations, policies, procedures and training that are used within the unit and/or department wide. Track and maintain temporary assignments and appointments to ensure timely action is taken. Assist in preparing and reporting exceptional allocation packages; preparing and requesting Salary Exceptions; preparing, reporting, and tracking Corrective Action Plans; drafting responses to Merit Issue Complaints; reconciling monthly vacancy and org charts; and serve as back up to other C&H analysts. Utilize applications and systems (i.e., SharePoint, Oracle, Exam and Cert Online System, (ECOS) to ensure maintenance of documentation and records for auditing purposes.	
15%	Under supervision, assist and support in classification and pay studies, to include auditing, gathering and evaluating relevant data for feedback on changes that may impact classification specifications, allocation guidelines, pay differentials, department operational matters, etc. Analyze and determine appropriate updates and alternatives to meet department needs and prepare formal memoranda or reports on classification and pay matters. Assists as classification and pay projects, such as automation of the RPA process.	

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10%	<p>Under supervision, serve as the Hiring SharePoint content author for maintenance and updates. Maintain Division Liaison roster for HR distribution and reporting for C&H distribution. Attend training and meetings for job-related work and professional growth.</p> <p><u>MARGINAL FUNCTIONS:</u></p>
10%	<p>Performs other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>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.</p> <p>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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Participate in video and teleconference meetings/trainings. • Proficiency with communications-related technologies, including personal computer applications (Outlook, Word, Excel, and PowerPoint), telecommunications equipment, Internet, voicemail, email, etc. • Occasional travel throughout the State of California to include evening, overnight, weekends, or several days at a time. • Sitting for long periods of time. • Repetitive use of hands and fingers to operate computers, keyboard, mouse and dual monitors. • Work in a climate-controlled, open office environment under artificial lighting.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Ashley Ginn	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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