CalHR Mission and Vision
The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement
Under the general direction of the Assistant Chief, the Associate Personnel Analyst responsible for the completion of complex personnel selection and examination projects, the incumbent will provide examination development, assembly, and administration services to state departments on a cost reimbursable basis using a wide range of advanced research methodologies, statistical techniques, and principles. In addition, the incumbent will provide examination consultation and technical assistance, policy guidance, and interpretation of SPB selection laws, rules and regulations to state department selection staff, state employees, candidates seeking state employment and the general public. Incumbents at the Associate Personnel Analyst level will serve as lead and mentor to lower level staff providing guidance on projects. Duties include, but are not limited to, the following:

Job Functions
[Essential (E) / Marginal (M) Functions]:

35%  Job Analysis and Research (E)
Conducts job analysis and reviews job analysis reports to determine the important competencies, tasks and the knowledge, skills, and abilities (KSAs) required for effective job performance; conducts research on selection procedures, job analysis methods, and related assessment tasks (e.g., pass point setting, statistical analyses of items, scoring models) to remain current on the trends and practices of the assessment profession. Write technical reports in conformance with the Federal Uniform Guidelines on
Employee Selection Procedures and Merit Rules and Regulations documenting job analysis data.

25% **Exam Development (E)**
Develop and/or reviews personnel selection instruments such as training and experience surveys, supplemental applications, written tests, performance tests, interviews, and other professionally accepted techniques for assessing an applicants' qualifications and possession of critical knowledge, skills and abilities required to performance the essential duties of a job. Writes technical reports and test development background procedures.

20% **Exam Administration (E)**
Participates in quality innovations in the selection process; develops procedures to enhance the examination process; work with programmers, subject matter experts, and department selection staff to enhance current selection procedures; identifies problems, and makes recommendations to improve selection and examination services. Writes reports for exam validation information.

10% **Facilitate Meetings (E)**
Prepare materials and facilitate meetings with departmental personnel and liaisons, management committees, and subject matter experts; share progress of studies and define future steps, as well as ensure departmental support and understanding of all phases of examination development process.

10% **Reports (E)**
Write technical reports in conformance with the Federal Uniform Guidelines on Employee Selection Procedures and Merit Rules and Regulations documenting job analysis data, test development background/procedures, and exam validation information.

**Supervision Received**
The Associate Personnel Analyst reports directly to the Assistant Chief; however, project assignments will be coordinated by the Project Coordinator. Direction and assignments may also come from the Selection Division Chief.

**Supervision Exercised**
None

**Required Skills**
The incumbent requires computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

**Working Conditions**
None
**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are performed indoors. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Requires prolonged sitting, use of the telephone, personal computer and copier. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines.

Must maintain regular and acceptable attendance at such level as is determined at the Department’s sole discretion.

Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

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<th>Employee Signature</th>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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<th>Supervisor Signature</th>
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