

Department of Consumer Affairs
Position Duty Statement
HR-041 (new 7/2015)

Classification Title Analyst II	Board/Bureau/Division Office of Administrative Services/Business Services Office
Working Title Personnel Liaison	Office/Unit/Section/Geographic Location Business Services Office/Business Administration Unit/Sacramento
Position Number 610-770-5393-812	Name and Effective Date

General Statement:

Under the direction of the Supervisor I, the Analyst II performs analytical duties related to personnel and administrative matters for the Business Services Office (BSO). The position acts as the Personnel Liaison for the BSO and is the main point of contact between the Office of Human Resources (OHR) and all the BSO managers and staff. The position is responsible for assisting all BSO managers with personnel issues by researching and preparing documentation as needed, assisting and following up with OHR units, including Classification and Recruitment, Health and Safety, and Transactions, on personnel requests, concerns, questions and issues. Duties include, but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E)/Marginal (M) Functions]:

60% Personnel Liaison (E)

- Consult with BSO management to interpret, analyze and apply various bargaining unit contract language and/or excluded employee's rights, departmental policies and procedures, civil service regulations, laws and rules regarding all personnel issues to ensure compliance and consistency. Research and analyze issues related to pay and benefits when employees raise concerns. Ensure correct resolutions in order to minimize any workplace grievances. Advise and recommend effective operational changes to management. Attend personnel-related meetings on behalf of BSO management. (20%)

Review and analyze BSO requests to refill vacancies, re-classify or transfer positions, and establish new positions to ensure appropriateness and consistency with the State Personnel Board (SPB) classifications and California Department of Human Resources (CalHR) guidelines. Independently develop all requests for personnel action (RPA) packets. Write detailed justification memorandums, develop and update organizational charts and analyze duty statements to ensure the duties are accurate and the selected classification meets allocation standards. Develop job posting templates and documentation for advertising vacancies on the SPB's "Exam Certification Online System (ECOS)". Develop BSO recruitment screening criteria. Respond to emails and phone inquiries from interested candidates regarding job vacancies and status. Consult with OHR staff to obtain necessary hiring approvals for RPA requests and coordinate all hiring actions in the ECOS system. Screen job applications, make recommendations to management regarding candidate interview selections, schedule interviews and conduct official personnel file checks and reference checks on behalf of hiring managers. Develop and complete new hire/transfer packets, review and ensure accurate completion of all acknowledgements and forms for each new employee before submitting to OHR for processing. (15%)

- Monitor and review monthly position control report to determine if positions are budgeted correctly and allocated to the assigned employee to ensure BSO's positions are properly identified and accounted for. Work with the Budget Office and the OHR to resolve any discrepancies concerning position numbers, number of positions, incumbents, etc. Prepare monthly vacancy reports to be utilized by BSO management team and DCA OHR Position Control Unit. Work with BSO management to determine critical positions and ensure the BSO positions balance with the budgeted positions at the end of each fiscal year. (10%)
- Monitor and maintain the Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) Program for BSO employees required to drive and enroll newly hired BSO employees and delete BSO employees upon separation from the online DMV database. Notify BSO management immediately should a DMV record with an infraction be received. (5%)
- Consult with management and employees to provide analysis and assistance with Leave of Absences, Family and Medical Leave, State Disability Leave, Non-Industrial Disability Leave, Catastrophic Leave and Workers' Compensation. Prepare required memorandums and forms for employees requesting various leaves, track packets provided to employees in an employee leave tracking log. Research, consult with, and assist employees in preparing all health, dental, vision, flex elect and employee action request forms. Provide written correspondence and information pamphlets regarding benefits information during the annual open enrollment period and tri-annual dependent reverification period. Work collaboratively with OHR to finalize and process documents by specific deadlines. Advise employees of effective dates and any correspondence received from OHR. (5%)
- Review and submit monthly "Attendance Summary Reports" to the OHR, reconcile and report employee leave usages for each month to HR, documenting leave usages, STD 672's to submit along with monthly timesheets. Research and analyze discrepancies of employees' leave balances, gather documentation, determine necessary corrections, and advise OHR of action to be taken. Develop and maintain a tracking system to monitor, notify, and follow up with managers regarding probation report, IDP report, MSA, SISA, and range change due dates. Follow up with OHR to process documents; disseminate copies and maintain BSO copies. (5%)

15% Managerial Support (E)

- Subject matter expert (SME) on all HR related topics in the office. Conduct research to assist BSO staff and managers with HR issues. Work collaboratively with OHR to seek clarifications of issues in order to remain up to date with ever-changing HR processes. Provide clear and concise written information for staff and managers. Assist management in the development and revision of policies and procedures related to the numerous Business Services Office functions.
- Research, formulate and maintain desk manuals, guidelines and other forms of written communication relating to the BSO functions and assist in clarifying control agency directives. Determine the need to develop Budget Change Proposals (BCP) to obtain position authority and funding for additional positions, blanket positions, etc. Consult with BSO managers to identify workload data and independently develop data and justifications for concept papers and BCP for submittal to BSO managers and the Budget Office.

10% Budget Liaison (E)

- Monitor budget performance throughout the fiscal year, review and analyze monthly accounting reports and expenditure trackers to ensure spending aligns with program funding and approved budgets and verify that encumbrances and expenditures are consistent with budget allocations. Coordinate with accounting and budget teams to process expenditure correction requests and budget reallocation requests, as needed. Prepare budget reports, summaries, and support documentation for management review and assist with budget adjustments, forecasts, and ongoing financial planning activities.

10% Training and Travel Coordinator (E)

- Research and provide recommendations to BSO managers regarding training available and appropriate for new and existing staff. Consult and assist staff and managers in enrolling in training classes. Submit the necessary documentation to request training. Coordinate with SOLID to schedule training and provide training feedback to SOLID and BSO managers. Develop, monitor, and maintain training profiles for each BSO employee. Compile data to provide related reports and information to managers and staff upon request. Track mandatory training completion certificates for all employees, analyze and format data to submit completed rosters to various DCA offices, (i.e., EEO office, SOLID, Office Information Services (OIS), OHR). Ensure BSO employees are provided with the resources needed to follow the bargaining unit contracts, Cal HR guidelines, departmental policies, and SAM concerning travel. Assist BSO employees with creating travel accounts and processing travel claims.
- Evaluate, recommend and plan for BSO staff anticipated training needs on an annual basis. Prepare delegated pre-existing training contracts for the BSO employees needing training classes outside of Strategic Organizational Leadership and Individual Development (SOLID) for amounts up to \$5,000.00. Responsible for obtaining authorized signatures, distributing contracts to the Accounting Unit and maintaining contracts on file to meet audit standards. Prepare Acquisition Request forms (BSO-47) for training classes that exceed \$5,000.00 and/or for contract terms which exceed one (1) year. Follow all State Contract Manuals (SCM), State Administrative Manual (SAM), Public Contract Code (PCC), DCA policies/procedures, and travel rules and guidelines.

5% Miscellaneous (M)

- Perform other administrative duties as required.

B. SUPERVISION RECEIVED

The Analyst II is supervised by and receives assignments from the Supervisor I and may receive assignments from the Supervisor II's or the Manager II.

C. SUPERVISION EXERCISED

None.

D. ADMINISTRATIVE RESPONSIBILITY

None.

E. PERSONAL CONTACTS

The Analyst II has frequent contact with employees at all levels within the Department of Consumer Affairs.

F. ACTIONS AND CONSEQUENCES

Failure to implement and maintain effective procedures and practices could result in the BSO employees not receiving the personnel services and benefits to which they are entitled. Errors could result in a loss of health benefits and pay for affected BSO employees.

G. FUNCTIONAL REQUIREMENTS

The incumbent must be able to remain in a stationary position 50% of the time. The incumbent must exercise excellent interpersonal skills while utilizing sound judgment, discretion and exhibit a high degree of professionalism. The incumbent must have the ability to maintain a high degree of confidentiality, initiative, independence, and accuracy in performing tasks as well as the ability to handle multiple priorities and deadlines while working cooperatively with others.

H. OTHER INFORMATION

Regular and consistent attendance is a requirement of this position. The position also requires effective communication, excellent work habits, good attendance, and the ability to work both independently and as a team member. Attention to detail is also very important in this position. The confidentiality of personnel records and issues of the BSO employees is essential.

Special requirement: This position is subject to Title 16, section 3830 of the California Code of Regulations and the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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

Printed Name, Classification