



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 5402 Analyst III
Branch: Human Resources Branch	Working Title: Performance Management Specialist
Unit: Human Resource Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 031-5402-002	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: The Analyst III is under the general direction of the SSM II of the Performance Management Team (PMT), in the Human Resources Branch (HRB). The Analyst III serves as a subject matter expert on the progressive discipline process, is responsible for developing and delivering training to departmental supervisors and managers, and consulting on the most complex and sensitive performance management issues. The Analyst III will also develop and utilize metrics in support of operational improvements; lead special projects; and ensure the department is in compliance with all applicable laws, rules, and regulations.

Percentage and Essential/Marginal Functions:

35%

(E)



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	Consults, advises, and guides DMV managers, supervisors, and executive level leadership on the most complex and egregious performance management issues. Works with managers and supervisors to prevent, address, and document performance deficiencies and behavioral concerns. Consults and advises on sensitive and confidential Equal Employment Opportunity and workplace violence investigations, including analyzing investigation results and making recommendations on the appropriate course of action and/or penalty to be taken.
25%	(E) Serves as the expert resource on performance management and the progressive discipline process for the department. Creates, implements, updates, and maintains performance management training for all DMV managers and supervisors, and disseminates department wide. Develops surveys and solicits feedback to identify critical needs for managers and supervisors related to performance management. Recommends and implements updates to trainings, procedurals, and other resources available to managers and supervisors. Creates tools necessary to implement recommendations. Drafts and completes updates to departmental policies and manuals to ensure procedures are compliant with laws, rules, regulations and best practices.
15%	(E) Designs, implements, and maintains core reporting strategies to develop metrics and produce statistical data based on the work performed by PMT. Analyzes metrics and data to identify trends and benchmark opportunities. Develops and recommends new strategies and procedures to enhance current processes focused on applicable state laws, rules, regulations, and policies. Assesses and automates compliance and reporting within PMT and department wide on performance management matters. Develops department wide dashboards and other reporting mechanisms to provide statistics to leadership as needed. Researches, reviews, and provides analysis on enhancements of PMT processes and procedures and the effects on other HRB units as needed.



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10%	(E) Drafts and prepares for service all administrative actions, including analyzing requests for action, consulting with managers and supervisors on the appropriate type of action, recommending the appropriate penalty based on just cause and convincing evidence. Consults with the Legal Affairs Division (LAD) in the finalization of administrative actions and ensures actions are legally served and employee's Skelly/Coleman rights are met. Coordinates informal Skelly and Coleman hearings and assigns note taker, and issues final decision letters. May assist LAD by reviewing possible settlement agreements to ensure compliance with personnel rules and regulations.
10%	(E) Leads the review and analysis of all Criminal Offender Record Index (CORI) reports received for prospective and current employees. Makes recommendations to HRB leadership on the best course of action moving forward. Drafts and sends inquiry letters to prospective employees, tracks and maintains the status of CORI reports in process, and issues the final determination letter. Consults with DMV managers and supervisors on next steps necessary for current employees as needed. Oversees all stipulations resulting from adverse and administrative actions, including reviewing and determining what action needs to be taken, distributing to the necessary HRB unit for processing, and tracking the status through completion to ensure timely processing.
5%	(M) Serves as back up to the other SSM Is and SSM II. Assigned and completes special projects as needed. Performs other job-related duties as required.

Supervision Received: The Analyst III reports directly to and receives direction on assignments from the SSM II. May receive direction from the Assistant Chief. This position is subject to a minimum of continuous general direction and is expected to operate with a significant amount of independence.

Supervision Exercised and Staff Numbers: The Analyst III does not supervise, but may provide lead direction on projects and special assignments.

Physical Requirements: Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to twenty (20) pounds. May require up to 5% statewide travel, including overnight travel.



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Special Requirements: Knowledge of state performance management and employee discipline practices, and applicable laws, rules and regulations. Knowledge of general office equipment and must possess strong skills in with PowerPoint, SharePoint, Outlook, Word, Excel, and FileMaker Pro. Required to pass fingerprint clearances before hire.

Personal Contacts: This position will interact with all levels of department staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE