State of California
Department of
Industrial Relations

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Analyst III	Performance Management Specialist

PROGRAM NAME	UNIT NAME
Office of Administrative Services	Performance Management

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400-107-5402-xxx

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	Yes	No

General Statement

Under the direction of the Supervisor II over the Performance Management (PM) Unit, the Analyst III conducts a high volume of independent, objective, confidential, and time-sensitive and investigations of alleged employee misconduct and poor performance such as illegal conduct, workplace violence, bullying, conflicts of interest, dishonesty, insubordination, rude and discourteous treatment, and incompetence. The incumbent conducts and documents lengthy complaint, witness, and respondent interviews as evidence; and reviews voluminous amounts of documentation to develop evidence tables and summaries. The incumbent writes complex and detailed Notices of Adverse Action; determines appropriate, evidence-supported disciplinary charges and violations; identifies, catalogs, and structures all relevant supporting documentation as part of the adverse action; and testifies at State Personnel Board hearings on behalf of the department. The incumbent writes administrative actions such as Notices of Rejection During Probation, Absence Without Leave (AWOL) Separation, and Medical Separation. The incumbent acts as primary point of contact to supervisors and managers on their investigations and resultant adverse and administrative actions and provides advice, suggestions, guidance, and support on employee discipline and conduct, employment laws and rules, and departmental policies. The incumbent develops PM policies, procedures, and templates and assists in development and provision of training programs to supervisors and managers on policies and procedures concerning employee progressive discipline and PM. Duties include but are not limited to the following:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
35%	Investigations: Conducts a high volume of independent, objective, confidential, and time-sensitive investigations of alleged employee misconduct and poor performance such as illegal conduct, workplace violence, bullying, conflicts of interest, dishonesty, insubordination, rude and discourteous treatment, and incompetence. Conducts and documents lengthy complainant, witness, and respondent interviews as evidence. Reviews voluminous amounts of documentation to identify related evidence and develop subsequent evidence tables and summaries. Determines if allegations are supported by the collective body of evidence to warrant disciplinary charges under California Government Code 19572 and/or violations of DIR policies and procedures. Identifies appropriate charges and violations. Reports and discusses

	findings with PM Manager and then Division management, so management has factual basis to determine the appropriate disciplinary or corrective action. Alerts the proper authorities when possible criminal activities are suspected. Conducts investigations related to rejections during probation, absence without leave separations, and medical separations.
35%	Adverse and Administrative Actions: Writes complex and detailed notices of adverse action in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules, and regulations. Determines appropriate, evidence-supported disciplinary charges and violations. Identifies, catalogs, and structures all relevant supporting documentation as part of the adverse action. Testifies at SPB hearings on behalf of the department, as needed. Writes administrative actions such as Notices of Rejection During Probation, AWOL Separations, and Medical Separation. Writes non-disciplinary counseling memorandums, if investigative facts support corrective rather than disciplinary action. Confers with legal counsel in the finalization of Notices of Adverse Actions, Rejection During Probation, AWOL Separation, and Medical Separation. Ensures actions are legally served and consistent with the employee's Skelly and/or Coleman rights.
10%	Management Consultation: Acts as primary point of contact to supervisors and managers on their investigations and resultant adverse and administrative actions. Provides advice, suggestions, guidance, and support on employee discipline and conduct, employment laws and rules, and departmental policies. Consults on appropriate personnel management methodologies available within the discipline process and coaches supervisors on appropriate strategies. Provides expert guidance and recommendations concerning employee attendance concerns and AWOL issues. Consults with managers, supervisors, and staff regarding medical action cases. Confers with the Legal Office, Diversity and Inclusion Officer, Labor Relations Officer, and Return to Work Unit. Testifies at CalHR or SPB conferences, hearings, and judicial proceedings, if required. Travels to various locations statewide for investigations, administrative proceedings, and training.
10%	Policies, Procedures, and Templates: Develops PM policies, procedures, and templates for conducting interviews, writing evidence summaries, and writing resultant adverse and administrative actions. Makes recommendations for new or revised policies, procedures, and templates concerning a variety of human resources issues. Assists in development and provision of training programs to supervisors and managers on policies and procedures concerning employee progressive discipline and PM including planning and conducting effective verbal counseling meetings with employees, preparing appropriate performance documentation, developing effective corrective actions such as non-disciplinary counseling memos, and handling difficult conversations and people.
5%	Administrative Duties: Determines the overall objectives, methodologies, and implementation strategies for the administration of the department's disciplinary processes and procedures. Proficiently uses Microsoft Outlook Word, and Excel, as well as Adobe Acrobat software to document evidence, prepare adverse and administrative actions, maintain complete, accurate case files on PM share drive, case log, and Microsoft

	Outlook calendar. Identifies and secures Skelly or Coleman Officers as well as Servers for actions, provides them with the appropriate documentation and instructions for carrying out their responsibilities, and coordinates logistics for personal service of actions. In appropriate circumstances, recommends Administrative Time Off (ATO) and requests approval for use during Skelly period. Prepares ATO memorandums to secure return of all State property issued and prohibit employee computer and building access. Prepares and ensures overnight mail service of actions. Lists and Bates-stamps adverse and administrative actions. Books own travel and training, plans logistics, and tracks and submits expenditures for reimbursement for business travel related to performing investigative interviews and participating in training.
Percentage of Time Spent	**Marginal Job Functions**
5%	Other Duties: Completes a variety of special studies and administrative projects as assigned by department management.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain confidentiality of highly sensitive material and information; demonstrate a professional, respectful demeanor; maintain timeliness and consistent and regular attendance; communicate effectively and tactfully (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.

Travel to various locations statewide for training, investigations, and administrative proceedings may be required.

Failure to effectively perform the duties of the position could result in incorrect or incomplete information dissemination to management and staff and the inability of the department to meets its goals and objectives. Failure to comply with laws, rules, and regulations could result in improper personnel practices that could result in legal action against the department.

Supervision Received

This incumbent reports directly to and receives the majority of assignments from the Supervisor II, PM Chief. The incumbent also receives assignments from the Manager I; Personnel Officer (CEA), Human Resources Office; the Chief for the Office of Administrative Services; the Chief Deputy Director; and the Director.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, high-rise office building with natural and artificial lighting.

In addition, the incumbent works in either a cubicle or enclosed private office in close proximity to others. Some travel required by train, plane, or automobile.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

Being in a stationary position for long periods of time.

Additional Requirements/Expectations

None

Personal Contacts

The incumbent will have daily contact with all levels of departmental personnel. Further, the incumbent represents the Department with State control agencies, especially the CalHR and SPB. The incumbent will also have direct and frequent interaction continuous interface with all levels of DIR management. Finally, the incumbent will occasionally interact with members of the public, representatives from other state agencies, and the Labor and Workforce Development Agency.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials	Approval Date