DUTY STATEMENT

Classification Title	RPA Number
Analyst III	12254
Working Title	**Unit**
Senior Human Resources Analyst	Administration
Position Number	**Effective Date**
357-001-5402-013	
Name	Working Hours
Vacant	M-F 8:00-5:00

California Tahoe Conservancy Mission Statement

The mission of the California Tahoe Conservancy is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining an inclusive, safe, and secure work environment, free from discrimination, that values diverse cultures, perspectives, and experiences. Conservancy employees work together to serve all members of the public equitably, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

General Statement

Under the general direction of the Director of Administration, the Senior Human Resources Analyst is designated confidential and serves as the California Tahoe Conservancy's senior nonsupervisory human resources analyst and primary internal point of contact for human resources (HR) matters. The incumbent directly performs classification and position allocation analyses and plans and administers recruitment, selection, and hiring processes. The incumbent independently analyzes issues and recommends courses of action to supervisors, management, and the Executive Team regarding organizational design, workforce planning, personnel policies, labor relations, performance management, and discipline. Tahoe Conservancy is contracted by the California Department of Parks and Recreation (DPR), who provides contracted human resources services, including subsequent workers' compensation case administration, benefits change processing, leave processing in State Controller's Office systems, specialized consultation, and backup support for classification and hiring. The incumbent is responsible for consulting with DPR for specialized advice or assistance with complex matters.

The incumbent provides benefits guidance to employees, administers the Conservancy's Tempo Timesheets system, coordinates monthly leave data exchanges with DPR, and performs the time-sensitive initial response to workers' compensation incidents. The incumbent receives reasonable accommodation requests, develops recommendations in consultation with DPR for approval by the Director of Administration, communicates approved decisions to employees, and coordinates accommodation equipment with the Director of Administration.

The incumbent supplies required information securely, coordinates necessary Conservancy actions, tracks DPR assignments and deadlines, follows up on pending work, verifies completion, and keeps affected employees and management informed. The incumbent escalates delays, unresolved issues, and matters requiring management decisions to the Director of Administration.

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Job Functions

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

25% Classification, Organizational Design, and Workforce Planning (E)

- Independently analyze new and revised positions, reclassifications, and organizational changes using classification specifications and allocation standards; evaluate duties, responsibility, authority, and reporting relationships and recommend classifications and structures.
- Assist hiring managers in writing and revising duty statements and position justifications; develop and revise organizational charts and supporting classification and position allocation documentation.
- Develop and compare staffing and organizational alternatives, considering program needs, authorized positions, funding, civil service requirements, and employee impacts to create department-wide workforce planning solutions present recommendations to management.
- Conduct ongoing workforce planning using staffing, vacancy, workload, retirement, and succession information; create solutions for emerging needs and update plans when vacancies or organizational changes occur.
- Manage the Conservancy's delegated authorities from the California Department of Human Resources (CalHR), including agreements, renewals, required reports, and related reviews and audits.
- Coordinate proposals and required approvals directly with CalHR, the State Personnel Board (SPB), and other control agencies; obtain DPR advice and assistance as needed.

25% Recruitment, Selection, and Hiring (E)

- Plan and administer recruitments; establish schedules and outreach strategies, post vacancies, and keep hiring managers informed of progress and required actions.
- Develop screening criteria, interview questions, practical exercises, and rating methods; guide hiring managers in applying consistent, job-related criteria and documenting selection decisions.
- Obtain and review certification lists and verify applicants' minimum qualifications and appointment eligibility.
- Prepare job offers and salary determinations; obtain required approvals, process appointment documents, coordinate new-employee onboarding, and maintain complete recruitment records.
- Evaluate recruitment outcomes and develop strategies to improve applicant pools, address difficult-to-fill positions, and reduce hiring delays.
- Research and resolve unusual recruitment and appointment issues, consulting DPR or control agencies as needed; arrange DPR backup coverage during absences.

15% Timekeeping, Leave, Payroll, and Benefits (E)

- Administer Tempo Timesheets, maintain accurate timekeeping and leave records, and provide related support to employees and supervisors.
- Prepare and securely transmit monthly Tempo extracts of prior-month leave usage to DPR for processing in State Controller's Office (SCO) systems; review the resulting leave balance file securely returned by DPR and update Tempo.
- Respond to employee payroll questions, investigate and correct pay issues, and prepare and submit one-time payroll adjustments each month.
- Explain benefits options and make recommendations to employees; receive and review enrollment and change requests and securely transmit them to DPR for processing, including Open Enrollment, new-hire enrollment, and qualifying life events.
- Coordinate employee requests, supporting records, and required Conservancy actions for family/medical and disability-related leave administered by DPR.
- Track pending payroll, benefits, and leave matters, follow up with DPR and SCO as needed, verify timely completion, and keep employees and supervisors informed.

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15% HR Policies, Training, and Program Administration (E)

- Draft and revise HR policies and procedures, consulting DPR on complex or unusual matters; obtain review and approval from the Director of Administration and Legal and submit policies to the Executive Director for signature.
- Develop and deliver HR guidance and training; track required employee training and maintain completion records.
- Maintain employee Official Personnel Files and other HR records in Conservancy custody; ensure DPR provides Conservancy records on an ongoing basis.
- Lead responses to State Personnel Board audits, prepare agency submissions, obtain DPR technical input and assistance with corrective actions, and track deadlines and completion.
- Administer the DPR HR services contract, including scope, renewals, and invoice review; the Director retains final approval.
- Coordinate regular meetings with DPR to establish priorities, responsibilities, and deadlines; monitor service delivery and escalate unresolved delays or service gaps to the Director of Administration.

10% Performance Management, Employee Relations, and Labor Relations (E)

- Analyze performance issues and recommend actions to management; advise supervisors preparing appraisals, probation reports, expectations memos, and corrective or disciplinary documents.
- Coordinate complex disciplinary cases with DPR toprovide specialized case management and prepare formal action documents; obtain supervisors' factual accounts and supporting records, securely transmit them to DPR, track deadlines, and follow up through completion.
- Represent the Conservancy in meetings with union representatives; in consultation with DPR, advise management on bargaining agreements and changes in working conditions and coordinate responses to grievances and employee complaints.
- Coordinate referrals and Conservancy participation in formal workplace investigations on a case-by-case basis.

5% Workers' Compensation and Reasonable Accommodation (E)

- Handle the initial HR response to workers' compensation incidents, complete time-sensitive notifications and documentation, and transfer cases to DPR for ongoing administration; monitor progress and follow up with DPR on pending actions.
- Receive reasonable accommodation requests and develop options and recommendations with technical advice from DPR; submit recommendations to the Director of Administration for approval.
- Communicate approved accommodation decisions to employees, work with the Director of Administration to obtain, provide, and implement required equipment into the employee's work week.
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5% Professional Development Training in DEI (M)

- Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

Supervision Received

The incumbent works under the general direction of the Director of Administration, who establishes priorities and expected outcomes. The incumbent independently plans and carries out assignments and consults the Director on matters requiring management decisions or involving significant policy, organizational, fiscal, legal, or employee-relations implications.

Supervision Exercised

None.

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Attendance

Maintain regular attendance and availability during scheduled work hours, consistent with approved schedules and leave arrangements.

Other Information

Work is primarily performed at the Conservancy's office at 1061 3rd Street, South Lake Tahoe, and involves computer and telephone use. Travel may be required for meetings, training, and project sites. Telework is subject to State and Conservancy policies, including a minimum of four days in the office each week.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations 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 Human Resources.)
Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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	Supervisor Printed Name	Date