

**DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: Administration**

PART A	
Position No: 820-200-5142-005	Date:
Class: Associate Personnel Analyst	Name: Vacant
Under the supervision of the Staff Services Manager I, this position performs the more responsible, varied and complex analytical and technical personnel and examination duties for the State Treasurer's Office (STO) and its Boards, Commissions, and Authorities (BCAs).	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
55%	Makes decisions and provides advice and assistance on varied and difficult personnel management problems; interprets and explain civil services laws, rules and procedures; analyzes and classifies positions; conducts classification audits; prepares formal memorandums or reports on personnel matters; reviews proposed personnel actions for conformity with regulations and classifications for good personnel practice; prepares disciplinary proceedings; develops departmental personnel rules and procedures. Must have the ability to share job knowledge, skills and ideas and to develop cooperative working relationships with staff of the STO, BCAs, CalHR, SPB, SCO, CalPERS, other state agencies and the public.
20%	Administers departmental examinations; reviews test material and conducts test research; serves as the chairperson on interview panels for examinations in which the STO and BCAs participate.
10%	Prepares job analysis for classifications used by the STO and BCAs which includes, but may not be limited to: researching, collecting data, analyzing information to prepare a detailed statement of work behaviors to ensure the knowledge, skills, and abilities are valid prerequisites to the performance of job tasks as well as essential functions of the job; conducts classification surveys; and conducts interviews of incumbents, supervisors and focus groups for job analysis.
5%	Investigates departmental grievances; prepares responses to grievances; counsels departmental management staff on good labor relations practices, procedures and policies.
5%	Assists with other personnel functions as needed; works on special personnel projects.
NON-ESSENTIAL FUNCTIONS	
5%	Performs other job-related duties as needed.

**PHYSICAL AND MENTAL REQUIREMENTS
OF ESSENTIAL FUNCTIONS**

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Date:

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Name: Vacant

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing personnel documents; analyzing documents; entering information into Access database; preparing reports.					X
HEARING: Answering telephone; responding to inquiries; providing verbal information; interacting with state agencies; management and co-workers.					X
SPEAKING: Answering telephone; responding to inquiries; providing verbal information; interacting with state agencies, management, and co-workers.					X
WALKING: Distributing documents		X			
SITTING: Sitting at desk and personal computer performing personnel functions.					X
STANDING: Xeroxing documents			X		
BALANCING:	X				
CONCENTRATING: Analyzing documents; reviewing personnel reports; preparing correspondence and reports.					X
COMPREHENSION: Understanding procedures; questions; and personnel process					X
WORKING INDEPENDENTLY: Must be able to work with little supervision.		X			
LIFTING UP TO 10 LBS OCCASIONALLY: Lifting t files		X			
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Pushing telephone buttons; personal computer keyboard; adding machine					X
REACHING: Answering phones; retrieving files; distributing documents			X		
CARRYING: Retrieving files; distributing documents			X		
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Processing documents			X		
DRIVING:	X				
OPERATING EQUIPMENT: Personal Computer; telephone; adding machine; copy machine; fax					X
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment					X