

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**12030-DSA**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Division of the State Architect (DSA)	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Human Resources Unit - Sacramento	<b>CLASS TITLE</b> Associate Governmental Program Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday a.m. to p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1102 Q Street, Suite 5100
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 718-599-5393-719

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Staff Services Manager II, the incumbent is part of the DSA Administrative Services Section and will be responsible for performing personnel liaison and human resources functions for DSA Headquarters and Regional Offices. Prepares reports utilizing sensitive and confidential information upon request.

**% of time performing duties** | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

30%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>To ensure the proper personnel policies and procedures are followed, the following functions are performed in accordance with the guidelines, policies, laws, and regulations of the California Department of Human Resources (CalHR), State Personnel Board (SPB), Office of Human Resources, Department of Finance (DOF), State Controller's Office (SCO), federal and state laws (i.e., Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Labor Code Laws, etc.), Bargaining Unit Agreements, the Public Employees Retirement System and/or the Department of General Services (DGS).</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.</p> <p>In order to facilitate the hiring, appointment, and separation processes under the direction of division manager/supervisor and the guidelines listed above, and in liaison with the OHR Classification and Pay Analyst (C&amp;P), Certification Specialist, and Transactions staff:</p> <ul style="list-style-type: none"> <li>Provides guidance on recruitment and selection alternatives to management and staff by keeping informed on current policies and regulations and consulting with DSA management and the DGS Office of Human Resources (OHR) as needed.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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GS 907T (REV. 03/05)

RPA--DSA

<p>% of time performing duties</p>	<p>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i></p>
	<ul style="list-style-type: none"> <li>• Prepares various personnel documents (e.g., Request for Personnel Action (RPA), Job Opportunity Bulletins (JOB), duty statements, key position descriptions, organizational charts, vacancy reports, position justifications, etc.) evaluating compliance with current guidelines, especially Essential Functions format; entering information into the computer system using the Activity Based Management System (ABMS), Microsoft Office (e.g., Word, Visio, Excel, etc.) and submitting these personnel documents for required approvals.</li> <li>• Analyzes the requested personnel action for accurate position number, appropriate classification, and allocation within the organizational structure using the CalHR Job Specifications.</li> <li>• Consults with OHR and researches recruitment alternatives/restrictions and other issues regarding hiring freezes, SROA/Surplus lists, and difficult to recruit classifications and locations. Recommends best option to DSA management.</li> <li>• Advises and works closely with the hiring manager to develop justification for the RPAs by gathering relevant information, reviewing classification specifications, and using the Personnel Operations Manual (POM).</li> <li>• Reviews employment applications and verifies applicants' eligibility with OHR's Classification and Pay (C&amp;P) analyst. Ensures completeness of package in accordance with JOB requirements.</li> <li>• Participates in the interview process by screening applications, serving on interview panels, and reviewing personnel files for employee actions, employment history, and leave balances as requested.</li> <li>• Initiates and oversees completion of the appointment and separation documents using checklists to ensure timely and complete submittal to OHR's Personnel Specialist and Transactions Unit for processing.</li> </ul>
<p>25%</p>	<p>In order to advise management and staff in resolving all complex personnel issues, under the direction of the State Architect, DSA management and supervisors and referring to the guidelines listed above, the incumbent:</p> <ul style="list-style-type: none"> <li>• Advises managers and supervisors concerning employee performance appraisal and probationary report due dates and follows up for completion. Maintains a calendar of due dates for reminding supervisory staff and adjusts it frequently as appraisals are completed and new dates are added.</li> <li>• Follows up with supervisory staff to ensure that all duty statements are updated as necessary.</li> <li>• Consults with appropriate OHR Unit for direction on personnel related matters (e.g., AWWS, FMLA eligibility, etc.) by discussing the relevant issues and researching information provided by OHR.</li> <li>• Consults with appropriate OHR staff for direction on medical and safety related issues (Workers Compensation, Reasonable Accommodation, FMLA, etc.) Reports information back to DSA management and supervisory staff along with recommended course of action.</li> <li>• Assists DSA staff by providing detailed responses to their questions regarding benefits, open enrollment, temporary light duty assignments and reports from their doctors, initial disability claims, FMLA, reasonable accommodations, AWWS, and initial catastrophic leave requests. Performs necessary research and requests guidance from OHR staff as needed to ensure staff are given accurate and complete information.</li> <li>• Researches and responds to employee pay and salary questions. Uses independent knowledge of manuals, guides, regulations, directives, and confers with appropriate OHR staff to understand and analyze information before providing employees with responses and/or recommendations.</li> </ul>
<p>20%</p>	<p>Ensures that management and supervisory staff are provided current information that will assist in their planning efforts for strategic planning, budgetary needs, and personnel actions by:</p> <ul style="list-style-type: none"> <li>• Using information from ABMS, PAL, and other resources to develop personnel reports for DSA</li> </ul>

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**RPA--DSA**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>management and supervisors on a wide variety of issues; i.e., leave balance accumulation and reduction of balances, growth projections and effects upon staffing, and efficiencies of telework programs.</p> <ul style="list-style-type: none"> <li>• Prepares vacancy reports by compiling information from ABMS and DSA Management to identify current vacancies by office/unit.</li> <li>• Informs and responds to complex questions from management, supervisors, and staff in response to human resources related policy and procedure changes by reviewing and evaluating how the changes will impact DSA staff and implementing changes as needed.</li> <li>• Maintains accurate position control, verifies position activity is completed timely and accurately, and in accordance with DOF provisions so that positions are not lost due to errors. Reconciles the SCO alpha listing with ABMS position reports and DSA organizational charts. Resolves discrepancies with the DGS Office of Fiscal Services and OHR position control staff.</li> <li>• Prepares updated DSA organizational charts monthly and submits to OHR C&amp;P analyst as required.</li> <li>• Maintains complete and accurate records of above processes by creating electronic and paper files of various documents.</li> <li>• Represents DSA in meetings with OHR on personnel issues and provides recommendations to DSA management and supervisors on those issues.</li> </ul>
5%	<p>In order to assist with consistency of personnel related documents throughout DSA, the incumbent:</p> <ul style="list-style-type: none"> <li>• Collaborates with management and supervisory staff to develop essential functions duty statements ensuring consistency of positions throughout the state. Identifies differences for similar positions and develops appropriate statements reflecting those differences. Reviews duty statements and advises supervisory staff on content to ensure accuracy before submitting to OHR staff.</li> <li>• Develops application analysis and rating process to ensure selection of candidates for interviews who appear to meet the job specifications most closely. Using core competencies creates an extensive resource of interview questions for each classification and provides these questions to interviewing personnel to select from. Also develops essential criteria to be reviewed during the interview and assigns a numerical rating for each to arrive at a uniform ranking of the candidates.</li> </ul>
5%	<p>In order to assist supervisors in resolving and correcting performance issues advises managers and supervisors concerning employee performance appraisals, and constructive intervention issues by meeting with managers/supervisors.</p>
5%	<p>In order to provide information on the collective bargaining agreements, interprets, and administers provisions of collective bargaining agreements in the course of assisting managers, supervisors, and represented employees by reviewing and analyzing manuals, policies, regulatory requirements, proposed legislation, etc. and determining the impact on unit operations and staff utilizing various resources (e.g. collective bargaining contracts, Labor Relations/Employee Relations Officer, CalHR, etc.) on an as needed basis.</p>
5%	<p>Performs Attendance Clerk functions for the DSA headquarters staff, including PAL and timekeeping, collection of employment applications and distributing to supervisors for review, setting interviews, processing onboarding documents and meeting with new staff, and private vehicle use authorizations.</p> <p><b>MARGINAL FUNCTIONS</b></p> <p>Attends various meetings with DSA management to inform and stay informed of issues by verbally participating and providing HR expertise at the direction of the SSM. Ensures DSA representation at various departmental meetings and forums (PACT, etc.) to provide input and/or gain knowledge in</p>

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	<p>subject matters as directed by the SSM.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization; methods and techniques of effective conference leadership.</p> <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience writing duty statements, personnel policies, procedures, reports, and other general correspondence.</li> <li>• Demonstrated ability to interpret laws and regulations.</li> <li>• Demonstrated ability to analyze situations and adopt an effective course of action.</li> <li>• Ability to work independently and take initiative to improve/create processes and systems.</li> <li>• Ability to work well with changing assignments and priorities.</li> <li>• Excellent analytical and problem solving skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent organization and research skills.</li> <li>• Strong proficiency using Microsoft Office Computer Software products, i.e. Word, Excel, Outlook and Visio.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner.</li> <li>• Communicate confidently and courteously with a wide variety of people and personality types.</li> <li>• Act independently and work well as a team member.</li> <li>• Ability to maintain a positive attitude, open-mindedness, flexibility, and tact.</li> <li>• Dependable, excellent attendance, punctual, well organized, and detail oriented.</li> <li>• Consistently exercise a high degree of initiative.</li> <li>• Ability to maintain confidentiality of sensitive personnel matters, recognize and appropriately advise managers on potentially sensitive issues.</li> <li>• Demonstrated interest in assuming increasing responsibility.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Requires appropriate dress for a professional office environment.</li> <li>• Requires ability to effectively handle stress and deadlines in a fast-paced work environment.</li> <li>• Requires ability to work overtime as required for successful job performance.</li> <li>• Willingness to travel occasionally.</li> <li>• Requires working in a small enclosed area.</li> </ul>

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25%	<p>In order to advise management and staff in resolving the less complex personnel issues, under the direction of the State Architect, DSA management, and supervisors and referring to the guidelines listed above, the incumbent:</p> <ul style="list-style-type: none"> <li>• Advises managers and supervisors concerning employee performance appraisal and probationary report due dates and follows up for completion. Maintains a calendar of due dates for reminding supervisory staff and adjusts it frequently as appraisals are completed and new dates are added.</li> <li>• Follows up with supervisory staff to ensure that all duty statements are updated as necessary.</li> <li>• Consults with appropriate OHR Unit for direction on personnel related matters (e.g., AWWWS, FMLA eligibility, etc.) by discussing the relevant issues and researching information provided by OHR.</li> <li>• Consults with appropriate OHR staff for direction on medical and safety related issues (Workers Compensation, Reasonable Accommodation, FMLA, etc.) Reports information back to DSA management and supervisory staff along with recommended course of action.</li> <li>• Assists DSA staff by providing detailed responses to their questions regarding benefits, open enrollment, temporary light duty assignments and reports from their doctors, initial disability claims, FMLA, reasonable accommodations, AWWWS, and initial catastrophic leave requests. Performs necessary research and requests guidance from OHR staff as needed to ensure staff are given accurate and complete information.</li> <li>• Responds to employee pay and salary questions. Uses independent knowledge of manuals, guides, regulations, directives, and confers with appropriate OHR staff to understand and analyze information before providing employees with responses and/or recommendations.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Using information from ABMS, PAL, and other resources to develop personnel reports for DSA management and supervisors on a wide variety of issues; i.e., leave balance accumulation and reduction of balances, growth projections and effects upon staffing, and efficiencies of telework programs.</li> <li>• Prepares vacancy reports by compiling information from ABMS and DSA Management to identify current vacancies by office/unit.</li> <li>• Informs and responds to the less complex questions from management, supervisors, and staff in response to human resources related policy and procedure changes by reviewing and evaluating how the changes will impact DSA staff and implementing changes as needed.</li> <li>• Maintains accurate position control, verifies position activity is completed timely and accurately, and in accordance with DOF provisions so that positions are not lost due to errors. Reconciles the SCO alpha listing with ABMS position reports and DSA organizational charts. Resolves discrepancies with the DGS Office of Fiscal Services and OHR position control staff.</li> <li>• Prepares updated DSA organizational charts monthly and submits to OHR C&amp;P analyst as required.</li> <li>• Maintains complete and accurate records of above processes by creating electronic and paper files of various documents.</li> <li>• Represents DSA in meetings with OHR on personnel issues and provides recommendations to DSA management and supervisors on those issues.</li> </ul>
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5%	<p>In order to assist supervisors in resolving and correcting performance issues advises managers and supervisors concerning employee performance appraisals, and constructive intervention issues by meeting with managers/supervisors.</p>
5%	<p>In order to provide information on the collective bargaining agreements, interprets, and administers provisions of collective bargaining agreements in the course of assisting managers, supervisors, and represented employees by reviewing and analyzing manuals, policies, regulatory requirements, proposed legislation, etc. and determining the impact on unit operations and staff utilizing various resources (e.g. collective bargaining contracts, Labor Relations/Employee Relations Officer, CalHR, etc.) on an as needed basis.</p>
5%	<p>Performs Attendance Clerk functions for the DSA headquarters staff, including PAL and timekeeping, collection of employment applications and distributing to supervisors for review, setting interviews, processing onboarding documents and meeting with new staff, and private vehicle use authorizations.</p>
5%	<p><b>MARGINAL FUNCTIONS</b>  Attends various meetings with DSA management to inform and stay informed of issues by verbally participating and providing HR expertise at the direction of the SSM II. Ensures DSA representation</p>

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	<p>at various departmental meetings and forums (PACT, etc.) to provide input and/or gain knowledge in subject matters as directed by the SSM II.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization.</p> <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience writing duty statements, personnel policies, procedures, reports, and other general correspondence.</li> <li>• Demonstrated ability to interpret laws and regulations.</li> <li>• Demonstrated ability to analyze situations and adopt an effective course of action.</li> <li>• Ability to work independently and take initiative to improve/create processes and systems.</li> <li>• Ability to work well with changing assignments and priorities.</li> <li>• Excellent analytical and problem solving skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent organization and research skills.</li> <li>• Strong proficiency using Microsoft Office Computer Software products, i.e. Word, Excel, Outlook and Visio.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner.</li> <li>• Communicate confidently and courteously with a wide variety of people and personality types.</li> <li>• Act independently and work well as a team member.</li> <li>• Ability to maintain a positive attitude, open-mindedness, flexibility, and tact.</li> <li>• Dependable, excellent attendance, punctual, well organized, and detail oriented.</li> <li>• Consistently exercise a high degree of initiative.</li> <li>• Ability to maintain confidentiality of sensitive personnel matters, recognize and appropriately advise managers on potentially sensitive issues.</li> <li>• Demonstrated interest in assuming increasing responsibility.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Requires appropriate dress for a professional office environment.</li> <li>• Requires ability to effectively handle stress and deadlines in a fast-paced work environment.</li> <li>• Requires ability to work overtime as required for successful job performance.</li> <li>• Willingness to travel occasionally.</li> <li>• Requires working in a small enclosed area.</li> </ul>