STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-11281-OHR	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-5142-022
2. UNIT NAME AND CITY LOCATED Classification & Pay – West Sacramento	3. CLASS TITLE Associate Personnel Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Classification & Pay Unit
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-5142-022

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.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of a Staff Services Manager I, the incumbent is responsible for independently performing the following most complex analytical duties for assigned DGS Offices and/or Boards & Commissions. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

9. Percentage of time performing duties	10. 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)*
35%	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. All work is to be accomplished in accordance with civil service laws and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classification and Pay Guide, Personnel Management Liaison Memos (PMLs), California Human Resources (CalHR) Pay Letters and State Personnel Board (SPB) Pinkies, Guide to Employee Conduct & Discipline, Memorandums of Understanding, Adverse Action Manual, Precedential Decisions, Employee Assistance Program, Mediation Program, the Selection Manual and Federal Uniform Guidelines on Employee Selection, or issued Human Resources Memorandum. **<u>ESSENTIAL FUNCTIONS</u>** Processes the Request for Personnel Action (RPA) as requested by various DGS Offices and client Boards and Commissions following the above guidelines: • Analyzes the requested personnel action for appropriate allocation within the organizational structure, using the SPB Classification Specifications and Allocation Guidelines and justification submitted by the requesting program. • Reviews Job Opportunity Bulletin for proper advertising information. • Reviews duty statement for proper duties and verbiage.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

GS 907T (REV. 1/98)

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30%	**ESSENTIAL FUNCTIONS (Continued)** • Researches recruitment alternatives/restrictions and factors in the post and bid process, hiring freezes, SROA/Surplus lists, and difficult to recruit classification areas. • Coordinates with the Certification Specialist for internal and external employment lists utilizing the SPB Certification On-line System. Obtains permission to utilize another department's list by sending written request. • Reviews selection criteria for appropriateness and reviews potential candidates for appointment eligibility in accordance with above guidelines. • Approves, disapproves or cancels RPA requests by documenting activities in the Automated RPA Workflow. Assists programs in implementing good personnel practices and/or resolves a variety of complex personnel issues, the analyst: • Is responsible for independently researching and analyzing the most complex and sensitive personnel related matters including, but not limited to: bill analysis, issue memos, special studies and reports utilizing written documentation, Internet resources, SPB and CalHR guidelines and laws and rules in order to prepare and present comprehensive written analyses as requested by management. • Independently researches and develops salary and classification studies; writes justifications with developed data and prepares salary adjustment packages to present to CalHR. • Reviews and analyzes requests as submitted by DGS Offices and client Boards and Commissions for personnel actions including, but not limited to, proposed reorganizations, hiring above minimum requests, red circle rates, range determinations, back pay requests, pay differentials, Merit Salary Advancement, Work Week Group issues, out-of-class requests and grievances, Training and Development requests, and Temporary Authorization appointments using the appropriate guidelines listed above in order to approve, disapprove or provide recommendations on the requested actions. • Preparation of Exempt Position Requests. • Follows-up with Government Operations Agency or Governor's Office to obtain appointment approval on exempt hires as directed by DGS or Agency management. • Assists in gathering required exempt appointment documents. • Prepares Career Executive Assignment (CEA) proposals and does follow-up with SPB and CalHR to obtain CEA allocation and level approval as directed by management. • Provides training to personnel liaisons, managers and supervisors on personnel policies and procedures in order to introduce new processes, train new staff, and keep personnel knowledge current utilizing various available training materials or developing necessary training materials. • Facilitates layoff, involuntary transfers, surplus and SROA processes as required by the scope of layoff by running reports, tracking vacancies, identifying demotional paths, preparing seniority scores, conducting informational sessions, meeting with employees, and other related activities. • Revises existing specifications and allocations standards; and creates new specifications and allocation standards as requested by DGS Offices and clients in order to reflect duties being performed. • Meets with Labor Relations staff and Union representatives to obtain agreement on new specification proposals or revisions to existing specifications via verbal and/or written communication.

DUTY STATEMENT

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9. Percentage of time performing duties	10. 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)*
	ESSENTIAL FUNCTIONS (Continued) • Advises management on MOU provisions impacting the hiring process by researching MOUs and consulting Labor Relations staff in order to ensure compliance. • Participates in meet and confer with unions on implications and impact of staffing reductions including discussions on mitigating measures being taken to notify unions of intent according to CalHR policy. Confers with Labor Relations staff on mitigating measures for compliance with MOU.
20%	Participates in a variety of Labor Relations activities as directed by management, including but not limited to: • Meets and confers with Labor Relations staff and union representatives on CBID changes, new technology and equipment and the impact on employees, mandatory relocations, new provisions of the MOUs (i.e. Post and Bid), contracting out, and staffing new facilities through written and verbal communication. • Researches and analyzes employee out-of-class grievances in order to prepare and present a comprehensive and written analysis.
5%	Assists program managers and supervisors in the understanding and effective utilization of the Constructive Intervention processes for correcting employee performance: • Provides brief advice to managers and supervisors regarding personnel prevention and interventions, including advisement regarding various steps of Constructive Intervention and resources appropriate for addressing employee performance issues. • Identifies intervention options in response to assessment results, and recommends appropriate and effective steps to remedy performance gaps. • Refers programs to consult with the appropriate Constructive Intervention Unit staff. • Follows up with Constructive Intervention Unit staff regarding calls or e-mails received from program on issues with employees.
5%	Participates in the following processes for assigned offices in order to advise employees and supervisors about benefits, options, responsibilities, and alternatives following above guidelines: • Consults on Reasonable Accommodation, Fitness for Duty, Temporary Limited Duty, FMLA, Disability Retirement, Medical Separation, and preparing option letters. • Participates in team meetings representing Personnel Operations at Return-to-Work meetings to ensure compliance with civil service laws, rules, regulations, and policies.
5%	Ensures the Classification & Pay work is done efficiently and effectively consistent with DGS mission and vision: • Assists in the development of policies and procedures related to human resources by writing Human Resources Memorandums, drafting proposals and doing research in order to provide consistent direction for personnel activities. • Counsels employees in various matters including, but not limited to, eligibility to compete in exams, employment or advancement opportunities and employment list usage following SPB laws and rules in order to provide career counseling as requested by DGS staff. • Participates in quality work teams in order to resolve issues, re-engineer processes, and develop training, as requested by management.

DESIRABLE QUALIFICATIONS

- Demonstrate experience in human resources related work.
- Demonstrate experience analyzing situations and adopting effective courses of action.
- Demonstrate experience analyzing and interpreting laws, rules, and regulations.
- Demonstrate ability to maintain confidentiality of sensitive personnel related work.
- Demonstrate experience providing quality customer service.
- Demonstrate experience working with the automated Activity Based Management System (ABMS).
- Demonstrate experience working with control agencies: SPB, CalHR, SCO, CalPERS.
- Demonstrate excellent organizational skills.
- Demonstrate focused attention to detail and follow-through.

INTERPERSONAL SKILLS

- Possess excellent oral and written communication skills.
- Possess ability to work cooperatively with others or independently.
- Receive and follow verbal/written direction from supervisors.
- Demonstrate positive attitude, open-mindedness, flexibility and tact.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Demonstrate ability to perform efficiently and effectively under deadlines and pressure.
- Wear business dress in accordance to office environment.
- Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Demonstrate ability to multi-task with changing priorities.

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