STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **11361-OHR**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 308-100-5142-xxx
UNIT NAME AND CITY LOCATED Examination Unit – West Sacramento	CLASS TITLE Associate Personnel Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-100-5142-xxx

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.

Under the general direction from the Manager of the Examination Unit, the Associate Personnel Analyst is responsible for the more complex cert and exam workload in the Department of General Services' (DGS) selection program. 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.

% 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%	The 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. **ESSENTIAL FUNCTIONS** Under the general direction of the Manager, has responsibility for administering the more complex examinations and maintaining the more complex online examinations and lateral transfer minimum qualifications review process for DGS Offices and client Boards and Commissions. Independently interprets and applies a wide variety of personnel laws, rules, policies and processes in the performance of these functions. All functions will be performed following civil service merit principles in accordance with established office procedures and policies, the California Code of Regulations, State Personnel Board (SPB) Laws, SPB Pinkies, SPB guidelines, California Department of Human Resources' (CalHR) rules and regulations, the Selection Manual, the On-Line Examination System Users Guide, and the Federal Uniform Guidelines on Employee Selection. In order to independently facilitate the Job Analysis (for difficult and more complex classifications) with subject-matter experts (SMEs) and per the annual exam plan using the WRIPAC Job Analysis short method, job analysis software, laptop computers and projectors, and Excel spreadsheets to determine the appropriate exam tool, exam base and exam plan for each exam: • Conducts literature review of the more complex classifications which includes reviewing essential functions duty statements, other department job analysis, the class specification, and previous examination material. • Facilitates the more complex job analyses sessions with individuals and groups of subject-matter experts to determine the important and critical behaviors; tasks; knowledge, skills, and abilities (KSA), physical and other characteristics of the different job classifications used at DGS.

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

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

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.

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

% 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)*
	Essential Functions (Continued) • Develops, edits and finalizes the more complex initial task and KSA statements, ensuring they are comprised of the required components. • Conducts survey and compiles results to complete Job Analysis report. • Performs the more complex statistical calculations to determine the appropriate exam tool to utilize. • Reviews the appropriate selection method for each KSA which will be tested for and makes a preliminary determination on the appropriate selection tool. Discuss preliminary determination with Exam's Unit Manager prior to meeting with the SMEs in the Exam Development phase. • Writes the more complex job analysis that justifies and identifies the appropriate testing methodology and tools to attain the best results for candidate pools.
30%	In order to provide the full breadth of exam development per the annual exam plan for the more logistically complicated exams, the incumbent independently facilitates/participates in every stage of exam development for the more complex civil service exams, including CEA's, with subject-matter experts using the results of the job analysis, laptop computers and projectors, to develop the appropriate exam tool, exam base and exam plan for each exam: • Analyzes historical data from prior exam administrations, the class specification, and reviews results of the more complex job analysis in order to make recommendations relative to examination development, examination base, recruitment and selection plans, and testing alternatives for exam development purposes. • Evaluates the more complex selection methods and testing tools/instrument's effectiveness in measuring the knowledge, skills and abilities required for the job being tested. • Reviews, analyzes, edits and develops testing the more complex tools/instruments for content structure and job-relatedness. • Provides guidance and direction to subject-matter experts in designing and constructing a variety of the more complex testing tools/instruments. • Plans and develops the more complex examinations ensuring job relatedness, management satisfaction, cost effectiveness, and acceptance by candidates, and the public. Including consultation with subject matter experts in the development of examination questions and/or editing of examination materials. • Acts as Chairperson for the more complex qualification appraisal panels. • Advises panel members and trained chairpersons on examination policies and procedures. • Proctors for a written, and/or performance examination.
20%	In order to independently perform various on-line examination system functions and prepare appropriate examination materials, schedule and administer examination using the Online SPB on-line manual, SPB retention schedule, office procedures, CalHR Legacy, ECOS systems, computer, photocopier, other office machines, and telephone for each exam: • Generates the more complex exam reports, determines appropriate data necessary to accurately input a variety of information into the CalHR automated on-line system, e.g., examination control information, candidate application data, candidate records, application flap (EEO questionnaire), exam data including scheduling, scoring and closing out exams. • Requests examination information; e.g., list of rejected and/or accepted applicants, eligible list results, etc. • Audits the more complex examination documents/reports generated from the CalHR on-line system, compares those documents against previously entered information to determine accuracy and completeness. • Identifies and presents the more complex on-line system problems to CalHR staff via telephone or e-mail in order to coordinate resolution of the on-line exam input/output issues/problems as they arise, e.g., report formatting, coding errors, missing reports/documents, printer malfunction, etc. • Creates examination bulletins to advertise/announce DGS examinations based on predetermined factors. • Makes test arrangements for examinations (e.g., QAP, written, performance, etc.) including securing test sites, panel members, etc., and provide guidance and assistance prior to and during the examination process.

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	Essential Functions (Continued) • Plans and coordinates the scheduling of candidates for examinations and resolve problems that arise. • Types, revises, and extracts correspondence (stored in the shared testing files), rating criteria, test booklets, labels, panel name plates, and other related special projects. • Packages examination materials (e.g., panel packages, written exam packages, performance exam packages, etc.), by photocopying, sorting, and/or compiling various examination documents for examination administration. • Closes out examination files by compiling examination documents (e.g., examination history files, etc.) in order to maintain examination files.
15%	In order to independently manage the more complex Online examinations and lateral transfer minimum qualifications analysis, with subject-matter experts using developed 511Bs, class specifications, computers, telephone, and mail system in order to provide information on minimum qualifications results by e-mail, telephone, and/or mail by performing the following activities: • Analyzes applicant experience and education from state applications, resumes and/or Statement of Qualifications against the more complex Minimum Qualifications and the filing requirements on various State classifications. • Reviews credentials and required documentation to ensure candidates' possess the legal requirements for appointment. • Prepares candidate rejection and withhold notices and completes withhold process if applicable. • Audits the more complex examination documents/reports from CalHR's on-line system.
5%	In order to provide information on various examination for more problematic related issues by e-mail, telephone, and/or in person, perform the following activities: • Provides consultation and technical assistance to departmental executives, managers, staff, and general public on the more complex selection issues. • Performs other duties independently for a variety of examinations (e.g., written, Performance, etc.) which includes the review of candidate identification cards for admittance to examinations, escorting candidates to examination area, providing verbal and/or written instructions to candidates on the various examination components and ensuring all candidates are allowed the same amount of time using a timer. • Participates in quality work teams in order to resolve issues, re-engineer processes, and develop and conduct training as requested by management. • Prepares written documents (i.e., memos, letters - regarding exam security issues, appeals, etc.) to offices, applicants and the public for the more complex personnel matters for the Exam's Unit Manager's signature.
	DESIRABLE QUALIFICATIONS Experience in human resources related work Experience with selection and/or CalHR's certification system. Experience working with control agencies, i.e., CalHR, SPB, and SCO. Experience in the operation of computer, Microsoft Word and Excel, laptop, projectors, phones (voice mail systems), etc. Ability to perform detail oriented work with demonstrated accuracy and thoroughness. Ability to analyze situations and adopt an effective course of action. Ability to analyze and interpret laws, rules, and regulations. **SPECIAL PERSONAL CHARACTERISTICS** Ability to work in harmony with others in both professional and clerical occupational groups. Ability to maintain exam security and confidentiality. Demonstrate ability to exercise good judgment and to reason logically and creatively.

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	Demonstrate ability to consistently meet deadlines, organize and prioritize work effectively under stress. Ability to take initiative, act independently and accept increasing responsibility in the performance of the duties of the position. **INTERPERSONAL SKILLS** Excellent oral and written communication skills. Ability to work cooperatively and effectively as a team with peers and others both internally and externally, and gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to receive and follow verbal and written direction from supervisors in a positive manner. Positive attitude, open-mindedness, flexibility and tact. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** Willingness to travel to other locations for examination administration. Frequent use of a personal computer at a workstation. Willingness to present training to department on examination processes/issues.