



# EMPLOYMENT OPPORTUNITY

|                              |
|------------------------------|
| 1. RPA #<br><b>10719-OHR</b> |
| ANALYST'S INITIALS           |
| DATE                         |

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

|   |   |                            |                               |   |
|---|---|----------------------------|-------------------------------|---|
| <b>CLASS TITLE</b><br>Associate Personnel Analyst   | <b>POSITION NUMBER</b><br>306-271-5142-038  | <b>TENURE</b><br>Permanent | <b>TIME BASE</b><br>Full Time | <b>CBID</b><br>R01                              |
| <b>OFFICE OF</b><br>Human Resources   | <b>LOCATION OF POSITION (CITY or COUNTY)</b><br>West Sacramento, Yolo County                |                            |                               | <b>MONTHLY SALARY</b><br><br>\$4,600 to \$5,758 |
| <b>SEND APPLICATION TO:</b><br>Office of Human Resources<br>707 3 <sup>rd</sup> Street, Suite 7-130<br>West Sacramento, CA 95605<br>Attn: Molly Ouk | <b>REPORTING LOCATION OF POSITION</b><br>707 Third Street, 7th Floor, West Sacramento 95605 |                            |                               |   |
|   | <b>SHIFT AND WORKING HOURS</b><br>Days – 8:00 am to 5:00 pm                                 |                            |                               |   |
|   | <b>WORKING DAYS, SCHEDULED DAYS OFF</b><br>Monday through Friday, DAYS OFF: Sat/Sun         |                            |                               |   |
|   | <b>PUBLIC PHONE NUMBER</b><br>(916) 376-5385  | <b>PUBLIC PHONE NUMBER</b> |                               |   |
| <b>SUPERVISED BY AND CLASS TITLE</b><br>Staff Services Manager I  |   |                            | <b>FILE BY</b><br>01/20/2016  |   |

**This is a re-advertisement. Candidates who have already applied do not need to re-apply.  
This position may be downgraded to Staff Services Analyst for recruitment purposes.  
If downgraded, duties will be adjusted accordingly.**

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.

### ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of the Manager of the Constructive Intervention Unit, the Associate Personnel Analyst is responsible for an assigned disciplinary advisory and work place violence workload for the Department's programs and client agencies. 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.

[View the APA Duty Statement](#)

### DESIRABLE QUALIFICATIONS:

- Extensive knowledge of progressive discipline policies, practices, and trends, including informal and formal corrective actions.
- Experience handling multiple courses of action simultaneously.
- Experience in developing and conducting presentations in various formats to audiences of executive and program management.
- Experience in developing and implementing HR policies and practices statewide.
- Experience working with both departmental and office teams resolving various personnel-related issues.
- Experience working with control agencies to resolve sensitive issues.
- Ability to express ideas and information in written form clearly, accurately, and in an organized manner.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

[Department of General Services Current Vacancies](#)

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|--|---|---------------------------------------|-------------------------------------|
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|--|---|---------------------------------------|-------------------------------------|

**DESIRABLE QUALIFICATIONS (continued):**

- Ability to express ideas and facts orally in a clear and understandable manner.
- Flexibility in understanding and addressing the concerns of Executive and program management.
- Exercise fairness and demonstrate integrity, impartiality and respect.
- Possess experience in gathering and analyzing facts, reasoning logically, drawing valid conclusions and making appropriate recommendations.
- Possess experience in effectively participating in investigations and interviews and possess knowledge of investigation techniques and procedures.
- Demonstrated ability to meet critical deadlines.
- Demonstrated ability to multi-task with changing priorities.
- Demonstrated ability to solve problems by selecting and applying appropriate methods such as quantitative reasoning.

**SPECIAL PERSONAL CHARACTERISTICS:**

- Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.
- Ability to maintain confidentiality of personal information and documents.
- Possess an aptitude for investigative work.
- Possess willingness to learn the practical application of investigative principles.
- Possess willingness to attend additional training on investigative techniques, principles, etc.

**INTERPERSONAL SKILLS:**

- Ability to motivate and listen effectively
- Ability to work cooperatively with all levels in the organization
- Ability to gain and to instill the confidence and trust of others

**ADDITIONAL QUALIFICATIONS:**

- Ability to make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.
- Ability to anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Business dress in accordance to office environment.
- Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc.
- Stress work environment at times; must be able to handle stress well.
- Travel to other DGS locations will be required.

**SELECTION CRITERIA**

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

**NOTE:** All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. View the minimum qualifications listed in the Class Specification here:

[Associate Personnel Analyst Minimum Qualifications](#)  
[Staff Services Analyst Minimum Qualifications](#)

**HOW TO APPLY**

If interested, please submit a completed standard State application (Std. 678), a cover letter, your test results (if applicable), and any other necessary documentation to the address at the top of this bulletin.

**Emailed applications will not be accepted. Do not include page 5 of the application.**

**On your application, please include RPA # 10719 and indicate your eligibility (list, transfer, etc).**

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