

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-

10764-OHR

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-5393-933
2. UNIT NAME AND CITY LOCATED Admin – West Sacramento	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 7 th Floor
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-5393-933

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 direction of the Chief, Office of Human Resources, the incumbent, coordinates recruitment activities for the Department of General Services (DGS) including development of recruitment plans, improved recruitment materials, and use of the internet as a recruitment resource. The incumbent provides excellent customer service to the public and to DGS employees at all levels.

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. <i>(Use additional sheet if necessary)</i>
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>ESSENTIAL FUNCTIONS</p> <p>In order to develop, maintain, and execute an annual department recruitment plan which identifies the recruitment goals and objectives for the fiscal year:</p> <ul style="list-style-type: none"> • Communicates with DGS program and executive management to ascertain recruitment needs including difficult to fill classifications. • Coordinate with Office of Human Resources (OHR), Examination unit to collaborate on yearly examination plan and recruitment plan; Identifying examinations requiring special recruitment efforts. • Analyze data on department vacancies to identify high vacancy and high turnover rates among classifications. • Develop and implement strategies to reduce vacancy rates based on program recommendation and analysis of vacancy data.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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30%	<p>In order to attract the best talent and sell the Department of General Services as a destination employer:</p> <ul style="list-style-type: none"> • Maintains a thorough working knowledge of DGS classifications, job specifications, pay scales, minimum qualifications, and necessary licensure/certifications required by DGS classifications. • Researches and creates a schedule in order to attend career/job fairs throughout the state, whether private or events at colleges and universities. • Integrates the yearly recruitment plan, research and attend specific career fairs, and events held by career specific organizations to recruit for related vacancies or examinations. • Works with educational organizations on strategic partnerships that can assist students with obtaining employment at DGS upon graduation. • Develops relationships with universities, colleges, trade and technical schools, professional organizations, community programs that can assist with the department's recruitment efforts. • Conducts targeted advertising and outreach campaigns to potential candidate groups for difficult to fill classifications. • Tracks and analyzes examination data on drop outs and cancellations in order to adjust recruitment efforts to reduce dropouts especially in marginalized groups.
25%	<p>In order to assist DGS managers with the hiring process, as well as, aid DGS employees with their careers:</p> <ul style="list-style-type: none"> • Develops and recommend best practices to DGS managers in regard to retaining and promoting internal employees to preserve institutional knowledge, and skill of the department. • Collaborates with DGS' Equal Employment Opportunity (EEO) office on projects related to diversity, upward mobility, Limited Examination & Appointment Program (LEAP), and other EEO efforts.
15%	<p>In order to reach and maintain contact with as many potential candidates as possible, as well as, to stay abreast of current trends in recruiting:</p> <ul style="list-style-type: none"> • Works with DGS' Office of Public Affairs to post department examinations and vacancies to social media platforms. • Maintains accounts with and posts position vacancies to online job advertising boards and college/university career centers. • Communicates with applicants and potential candidates regarding career opportunities with the department. • Responds via phone and email to questions regarding employment with the department.

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Experience in human resources related work. • Experience analyzing situations and adopting effective courses of action. • Experience analyzing and interpreting laws, rules, and regulations. • Demonstrated ability to maintain confidentiality of sensitive personnel related work. • Experience providing quality customer service. • Demonstrated excellent organizational skills. • Demonstrated focused attention to detail and follow-through. <p>SPECIAL REQUIREMENT The duties outlined above require travel.</p> <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills. • Ability to work cooperatively with others or independently. • Demonstrate positive attitude, open mindedness, flexibility, and tact. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Demonstrate ability to perform efficiently and effectively under deadlines and pressure. • Wear business dress in accordance with an office environment. • Demonstrated ability to multi-task with changing priorities. • Select, access, and use necessary information, data, and communications-related technologies such as personal computer applications, telecommunications equipment, internet, voicemail, etc.