



October 17, 2013

## JOB OPPORTUNITY

If it's a challenging position you're looking for,  
we have the ideal job for you.

**CLASSIFICATION:**      **ASSOCIATE PERSONNEL ANALYST / STAFF SERVICES ANALYST  
(TWO POSITIONS AVAILABLE)**

**TENURE/TIME BASE:**      **PERMANENT/FULL TIME**

**BUREAU/SECTION:**      **ADMINISTRATIVE SERVICES / HUMAN RESOURCES**

**MONTHLY SALARY:**      **\$4400 – \$5508 - ASSOCIATE PERSONNEL ANALYST  
\$2817 – \$4579 - STAFF SERVICES ANALYST**

### **SUMMARY:**

Under the general supervision of the Personnel Officer, the incumbent is responsible for providing technical expertise, training, guidance, assistance and support to the California State Library (CSL) employees, supervisors and managers in matters relating to the personnel management program. The incumbent performs the full range of the most responsible, difficult and complex personnel analysis and tasks associated with a variety of projects related to position allocation, appropriate pay levels, organizational structure, recruitment, candidate eligibility, hiring, position control and vacancy reporting; classification and pay, labor relations and employee discipline.

### **DUTIES:**

Analyzes, reviews and properly classifies positions; reviews proposed personnel actions for conformity with the California Department of Human Resources (CalHR) regulations, classification and pay standards. Consults with management regarding classification issues, provides advice and assistance on allocations, identifies alternatives, and makes recommendations for improvement to position allocations and correcting misallocations; provides approval or denial on position allocation requests. Reviews and analyzes requests to establish and/or reclassify positions and conducts on-site position audits to determine appropriate levels. Approves or denies training and development plans, special hiring rates, and out-of-class requests. Reviews existing and proposed organizational structures and duty statements and makes recommendations for appropriate revisions. Develops and prepares proposals for the establishment of new classifications and specification revisions, and assists in recruitment efforts and prepares job announcements. Reviews comparable classifications to determine the appropriate class to perform the proposed duties or tasks, or which contain the appropriate knowledge, skills or abilities.

Prepares 625 document packages for submission to CalHR to obtain allocation approvals. Prepares exempt or CEA position justifications or exempt or CEA level upgrades for review by the Personnel Officer, CSL Executives, CalHR/SPB and the Governor's Office.

Investigates, recommends, and/or prepares disciplinary actions; provides technical assistance to other staff; prepares reports, manuals and writes correspondence; interprets and explains civil service laws and rules, and departmental policies and procedures. Advises supervisors and managers on appropriate course of action. Develops departmental policies and procedures; writes concept papers, develops board items, reviews and revises job specifications and writes allocation standards.

Reviews employee out-of-class grievances and prepares analysis for use in preparing grievance responses. Performs position "desk" audits which may result in suggestions to restructure duties and/or reporting relationships.

Advises managers and supervisors on the application of provisions of bargaining unit contracts; gathers information and prepares written responses to grievances, meets with union staff members and job stewards to resolve issues relating to employee conduct and or contract issues/grievances. Participates in the meet and confer process as a representative of the CSL. Attends pre-settlement conferences on behalf of CSL, and participates in other meetings, as required. Meets with employees and resolves informal grievances.

Performs Return-to-Work Coordinator duties; reviews Reasonable Accommodation requests; performs Worker's Compensation functions. Logs and processes on-the-job injuries; acts as liaison with State Compensation Insurance Fund (SCIF); monitors work related injuries. Reviews and approves/denies Family Medical Leave Act requests (FMLA).

Assists in the administration of the Civil Service examination, selection, and hiring-related support services for the CSL. Provides analysis and recommendations of examination and recruitment needs. Conducts examinations in accordance with the State Personnel Board rules and regulations and ensures compliance. Works closely with the general public, Library staff, and CalHR Staff as required. Evaluates, plans, and executes the entire examination process throughout all stages of the examination, including but not limited to, the examination plan (e.g., written, oral, Education and Experience), initial bulletin release, post and track bulletins, application review, candidate eligibility determination, preparation of appropriate candidate correspondence, working closely with candidates, preparation of candidate rejection notifications, arrangement of Qualification Appraisal Panels (providing guidance and direction to panel members), arrangement of examination site(s), preparation and arrangement of materials needed, inputting candidate examination information into the CalHR's on-line system.

Assists in the recruitment and selection of employees; reviews applications; develops screening criteria; determines salaries for prospective employees, and conducts hiring interviews with supervisors. Chairs Qualification Performance Appraisals (QAP's) and job interviews. Assists in the recruitment and selection of volunteers as the departments Volunteer Coordinator.

Reviews, approves, schedules and processes training requests. Processes training invoices for payment. Acts as the Training Coordinator; scheduling employees for training courses. Reschedules and/or resolves conflicts in training schedules. Maintains a centralized training resource database for all employees.

Functions as a team leader of Human Resources Office. Actively participates in planning and organizing team activities.

### **DESIRABLE QUALIFICATIONS:**

- Knowledge of principles and practices of personnel management.
- Knowledge of CalHR/SPB laws and rules, regulations and bargaining unit contracts.
- Excellent research skills.
- Experience analyzing and solving difficult personnel problems with a high degree of initiative, independence, and flexibility.
- Experience assuming responsibility for decisions and actions.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Demonstrated computer skills.

- Ability to communicate effectively both orally and in writing.
- Ability to adjust to shifting priorities and meet deadlines.
- Secure knowledge of Microsoft Office Suite applications.
- Proven interpersonal skills.
- Dependable and punctual with an excellent attendance record.
- Demonstrated ability to maintain confidentiality, open-mindedness, flexibility and tact.

### **KNOWLEDGE AND EXPERIENCE:**

- Demonstrates courtesy and tact.
- Writes clearly and concisely.
- Effectively interprets and applies laws, rules, regulations, bargaining unit contracts, and departmental policies and procedures.
- Effectively analyzes problems, gathers, interprets, and evaluates information.
- Demonstrates independent, responsible decisions and actions relating to personnel management.
- Effectively provides advice and assistance on varied and difficult personnel issues.
- Ability to write and speak effectively.
- Ability to read and follow oral and written instruction.
- Ability to exercise sound judgment.
- Experience with the State of California Classification and Pay rules and analysis.
- Knowledge of and experience with the Progressive Discipline Process.
- Knowledge of and experience with Examination Administration.
- Knowledge of and experience with Labor Relation issues.
- Experience with compliance audits and quality control.

### **APPLICATION PROCESS:**

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (STD 678) to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Services Office, Library & Courts Building II, 900 N Street, Suite 400. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

All applicants should include their social security number (for eligibility verification) where indicated and must clearly indicate the basis for their eligibility and note position number 175-601-5142-106 in the "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678).

**ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. SROA and SURPLUS applicants must submit a copy of their letter with their application. Failure to provide this information may result in automatic disqualification from the hiring process.**

**Applications will be screened and only the most qualified candidates will be interviewed. All methods of appointment will be considered. Applications will be accepted until 10/30/2013.**

### **EQUAL OPPORTUNITY EMPLOYER**

The California State Library is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.