



January 31, 2012

JOB OPPORTUNITY

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

CLASSIFICATION: *ASSOCIATE PERSONNEL ANALYST*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

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

MONTHLY SALARY: *\$4400 – \$5348*

SUMMARY:

Under the general supervision of the Human Resources Manager, the incumbent performs the more difficult and complex technical work in the Human Resources Services Office (HRSO).

DUTIES:

Classification & Pay: Analyzes, reviews and properly classifies positions; reviews proposed personnel actions for conformity with Department of Personnel Administration (DPA) regulations, classification or pay standards; investigates, recommends, and/or prepares disciplinary actions; determines salaries for employees; provides technical assistance to other staff; prepares reports, manuals and writes correspondence; perform Return-to-Work Coordinator duties; review Reasonable Accommodation requests; perform Worker's Compensation and Labor Relation functions. Logs and processes on-the-job injuries; liaison with State Compensation Insurance Fund (SCIF); monitors work related injuries. Chairs Qualification Performance Appraisals (QAP's) and job interviews. Reviews and approves/denies Family Medical Leave Act requests (FMLA). Develop departmental policies and procedures; writes concept papers, develops board items, reviews and revises job specification and writes allocation standards. Consultative Services: Interprets and explains civil service laws and rules, and departmental policies and procedures. Advises supervisors and managers on appropriate course of action. Meets with employee and resolves informal grievances.

Recruitment: Assists in the recruitment and selection of employees; review applications; develops screening criteria; determine salaries for prospective employees, and conduct hiring interviews with supervisors.

Lead Person: 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 DPA/SPB laws and rules, regulations and bargaining unit contracts.
- Excellent research skills.
- Experience analyzing and solving difficult technical personnel problems.
- Experience assuming responsibility for decisions and actions.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Demonstrated computer skills.

Knowledge and Experience:

- Demonstrates courtesy and tact.
- Writes clearly and concisely.
- Effectively applies laws, rules, regulations, bargaining unit contracts, and departmental policies and procedures.
- Effectively analyzes problems, gathers, interprets, and evaluates information
- Demonstrates independent responsibility 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.
- Ability to maintain confidentiality.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application 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 Service Office, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed.

EQUAL OPPORTUNITY EMPLOYER