



January 13, 2014

JOB OPPORTUNITY

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

CLASSIFICATION: *ASSOCIATE PERSONNEL ANALYST
MAY CONSIDER STAFF SERVICES ANALYST*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

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

MONTHLY SALARY: *\$4400 – \$5508*

SUMMARY:

Under the supervision of the Personnel Officer, a Staff Services Manager II, the incumbent researches, updates and revises departmental policies and procedures and develops training and materials to educate internal and external clients. Is responsible for providing consultation on difficult personnel-management issues, planning, developing, organizing, conducting, and evaluating employee training and workforce management programs; serving as the Department's primary Volunteer Program Coordinator, and performing other special projects and complex multi-discipline technical work in the Human Resources Services Office (HRSO).

DUTIES:

Acts as the Department Training and Workforce Planning Coordinator and serves as primary point of contact in HRSO for mandatory training programs. Develops and maintains Department training policy and procedure manual. Assists management with staff training plans; identifies organizational goals and employee needs; identifies appropriate training methods; creates and distributes surveys to assess clients' personnel-related training and workforce needs.

Assists Personnel Officer or analysts in creating and administering internal training programs and materials; writes and prepares desk manuals, processes and procedures on personnel-related tasks to develop and train internal staff. In collaboration with the Personnel Officer and other HRSO staff, develops and administers external personnel-related training programs and materials to educate clients and ensure consistency and accuracy in personnel action requests.

Coordinates and facilitates all in-house and contracted mandatory training courses such as Sexual Harassment training, Health and Safety training, Information Security training, etc. Reviews course content to ensure it is current, applicable, and in compliance with, but not limited to CCR 7288.0, CGC 12950.1, CGC 19995.6, and CGC 11146.

Reviews, approves, and processes training requests. Processes training invoices for payment. Schedules employees for training courses. Reschedules and/or resolves conflicts in training schedules. Develops and maintains training resource database (The Learning Maintenance System) and employee records including all required and mandatory training by entering records and updates. Sends notices to employees of training requirements and opportunities.

As a member of CSL's Safety Team, provides input on CSL's public services security practices and training opportunities to strengthen CSL's security practices. Collaborates with and establishes inter-library contacts to develop security and safety plans, policies and training opportunities.

Assists management with developing and implementing Workforce Planning methods and tools to align staffing with CSL's strategic missions and critical needs; forecasts CSL's future staffing needs to ensure the recruitment and retention of a talented and competent workforce.

Establishes and maintains inter-departmental, private and public alliances to develop and provide training opportunities, enhance and engage in innovative workforce initiatives, and acquire and provide information concerning departmental programs, policies, classes used, and recruitment and retention methods.

Provides consultative services and recommendations to managers and staff regarding civil service laws, rules, regulations, departmental and personnel policies, procedures and standards. Interprets control agency policies and directives to write and/or update departmental personnel-related policies and memoranda, forms, and email notifications to educate and inform HRSO staff and clients.

Identifies deficiencies and opportunities for improvement within HRSO, prepares recommendations to streamline processes to achieve efficiencies, proposes recommendations to management, and plans and executes recommendations approved by management. Researches laws, regulations, precedential decisions, best/past practices, and policies and procedures to resolve difficult personnel-management issues.

Develops and maintains departmental policies and procedures; writes concept papers. Prepares reports, manuals and correspondence. Develops and/or updates internal processes and procedures, such as the Personnel Procedures Handbook and other internal practices to streamline processes and establish consistency within the HRSO. Completes special project assignments as assigned by the Personnel Officer and Executive management.

Acts as primary CSL Volunteer Program Coordinator and serves as an administrator for CSL's Volunteer Match account. As a member of the Volunteer Placement Team, assists management in the recruitment and selection of CSL volunteers. Consults with managers and supervisors on meeting specific needs, posts job descriptions on Volunteer Match website, assists in the preparation for and conducting of hiring interviews: reviews, approves and prepares interview materials, serves on the interview panel as needed, screens references of selected volunteer candidate(s), and ensures the integrity of the recruitment and interview/placement processes.

Consults with the Section Supervisor to ensure that each volunteer receives departmental orientation and coordinates receipt of Volunteer Service Agreement, Staff Emergency Notification Card, Internet access and software policies, timesheet, identification badge, building key card, CSL Emergency Plan, and parking/transportation information. Collaborates with Section Supervisors and Staff Contacts to plan and schedule semi-annual volunteer recognition programs. Coordinates exit clearance paperwork upon volunteer separations and schedules exit interviews.

In charge of contract management for HRSO; in collaboration with the Business Services Office, renews and monitors contracts with various agencies, such as CalHR/SPB, health and safety and ergonomic evaluation services, and departments to whom CSL HRSO provides HR services.

Acts as HRSO Timekeeper and assists Transactions with leave accounting reconciliation.

Administers the pull notice program handled through Department of Motor Vehicles (DMV) and the security monitor and authorized signature program handled through State Controller's Office (SCO).

In collaboration with the Business Services Office, serves as CSL Emergency Plan and Emergency Telephone Tree Coordinator. Assists with the Disabled Advisory Committee (DAC).

Acts as back-up to other analysts in CSL recruitment efforts; reviews applications; reviews official personnel files; types, logs and tracks RPA's. Finalizes job descriptions and job announcements. Assembles RPA packages and forwards to appropriate sections. Updates organization charts and HR database. Participates in career fairs with other departments, local universities and colleges.

Collaborates and works with Transactions on position control process, reconciliation and MIRS, periodic, and vacancy reports. Consults with Budget Analyst(s) on fiscal effects of position actions.

Identifies and recommends newsletter topics to Personnel Officer for weekly CSL newsletter. Attends and prepares for various internal and external personnel-related meetings and forums.

DESIRABLE QUALIFICATIONS:

- Ability to maintain good relationships with staff, patrons, liaisons, and management.
- Ability to write and speak effectively.
- Ability to read and follow oral and written instructions.
- Ability to exercise sound judgment.
- Ability to maintain confidentiality.
- Ability to learn rapidly, follow directions, analyze data accurately, reason logically and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to work in a highly sensitive and confidential environment.
- Ability to work with managers, supervisors, employees, union representatives, state employees, and public.
- Experience developing policies and procedures.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of principles and practices of personnel management.
- Knowledge of CalHR/SPB laws, rules, regulations and contract language.
- Excellent research skills.
- Experience analyzing and solving difficult and complex 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.

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 HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

All applicants must clearly indicate the basis for their eligibility by stating either "list eligible" or "transfer" and note position number 175-601-5142-XXX in the "Examination(s) or Job Title(s) for which you are applying" section on the standard application form (STD 678). All methods of appointment will be considered and 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until January 27, 2014.

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

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.